

**ARCHITECTURAL REVIEW REQUEST**  
**TOWN CENTER VILLAGE HOMEOWNERS ASSOCIATION**  
c/o Epic Association Management  
8712 Spanish Ridge Ave., Las Vegas, NV 89148  
Phone/Text 702.767.9993 \* Email general@epicamlv.com

**ARCHITECTURAL SUBMITTAL CHECKLIST**

Property Address: \_\_\_\_\_

Improvement for Review: \_\_\_\_\_

The following items are required to complete the submittal package and should accompany all requests. If you are mailing in the package we request you mail the original plus and keep a copy for your records. Color copy emails are preferred.

- \_\_\_\_\_ Plans
  - A. Elevation Drawings
  - B. Details
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Specifications
  - A. Location of the improvement on the lot
  - B. Front, Rear and Side yard setback measurements
  - C. Improvement location in relation to existing structures (residence, property walls, driveway, etc.)
  - D. Exterior finish materials and colors
  - E. Drainage Pattern
- \_\_\_\_\_ Impacted Neighbor Statement
- \_\_\_\_\_ Copy of permit (if applicable)
- \_\_\_\_\_ Utility connection locations (if applicable)
- \_\_\_\_\_ Building floor plan and roof plan with all dimensions (if applicable)
- \_\_\_\_\_ Evidence of improvement being completed by a licensed contractor
- \_\_\_\_\_ Manufacturers specifications (if applicable)
- \_\_\_\_\_ Tree and plant schedule showing size and types of material to be used (if applicable)
- \_\_\_\_\_ Photograph(s) of similar improvement

Additional Comment or Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Architectural Review Committee. An incomplete application may affect the time limits for approval.

# TOWN CENTER VILLAGE HOMEOWNERS ASSOCIATION ARCHITECTURAL CHANGE REQUEST

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

TO: Architectural Review Committee

I hereby request your approval for the installation of the following improvement to my unit (describe the proposed improvements and attached a drawing showing type, style, dimensions, materials, color and location):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the homeowner, I understand that I am responsible for any damage done to the common elements during and/or after construction of such improvements.

If a contractor is used, a copy of the Business License and Certificate of Insurance must be submitted with this request and the insurance must list the Association and Management as an additional insured on the policy. This information must be provided prior to the work being completed and will delay the approval process of this application if not provided with the initial paperwork. Also, if a building permit is required for the proposed improvement, it must be obtained prior to construction.

Work to be constructed by: \_\_\_\_\_

Proposed Date of Construction: \_\_\_\_\_

Any Additional Comment from Applicant: \_\_\_\_\_

Applicant Signature(s): \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

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ARCHITECTURAL REVIEW COMMITTEE ACTION:

Approved

Declined

More information needed

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Affected Neighbors Approval Needed? (  ) \_\_\_\_\_

\_\_\_\_\_  
ARC Member Signature

\_\_\_\_\_  
ARC Member Signature

# TOWN CENTER VILLAGE HOMEOWNERS ASSOCIATION IMPACTED NEIGHBOR STATEMENT

As required, if affected

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Improvement for Review: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On the below noted dates, I/We presented the attached plans and/or drawings to all affected neighbors for their review of the above noted improvement. Each neighbor has been notified that these drawings and/or plans are being submitted for approval.

## Right Side Neighbor

I HAVE REVIEWED AND UNDERSTAND THE PLANS MENTIONED ABOVE\*\*

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

## Left Side Neighbor

I HAVE REVIEWED AND UNDERSTAND THE PLANS MENTIONED ABOVE\*\*

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

## Front Facing Neighbor

I HAVE REVIEWED AND UNDERSTAND THE PLANS MENTIONED ABOVE\*\*

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

## Rear Neighbor

I HAVE REVIEWED AND UNDERSTAND THE PLANS MENTIONED ABOVE\*\*

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Homeowner(s) Signature

\_\_\_\_\_  
Email/Telephone

\*\*NOTE: Specific objections must be noted on the back of this form for committee consideration if neighbor disapproves of the request in any way. Neighbor objection does not, in itself, cause denial, however the Board of Directors may contact neighbors to determine their objections and if they are appropriate reasons to disapprove if necessary.

**Completed Forms Must be Returned to:**  
Town Center Village Homeowners Association  
c/o Epic Association Management  
8712 Spanish Ridge Ave.  
Las Vegas, NV 89148  
Phone/Text: 702.767.9993  
Email: general@epicamlv.com