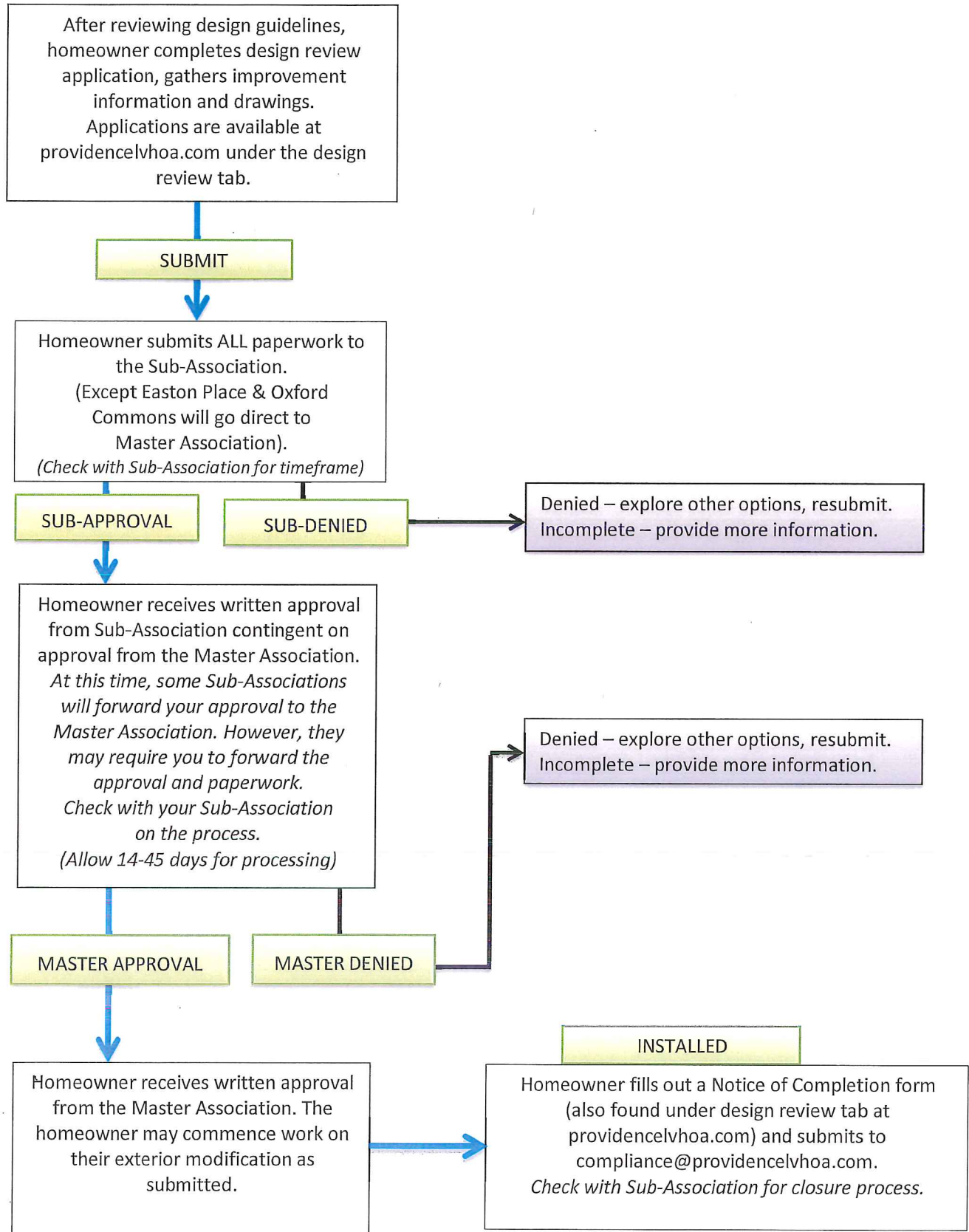


Design Review Application Process

(Prior to starting any exterior modification)



ARCHITECTURAL REVIEW REQUEST APPLICATION

WEST END @ PROVIDENCE 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(s) for Review: _____

Please complete and submit this application in its entirety. Emailing the application is preferred. Please email the application to the email provided above. If you are mailing the application, we request you mail the original copy and keep a copy for your records. Please contact our office to confirm receipt of your application once submitted.

ALL APPLICABLE ITEMS ON THE CHECKLIST BELOW ARE REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION. IF AN ITEM IS NOT APPLICABLE TO YOUR IMPROVEMENTS PLEASE MARK IT AS "N/A"

_____ **COLOR PHOTOS MUST BE INCLUDED FOR ALL APPLICABLE IMPROVEMENTS - (Plants/trees/artificial turf, rock samples, paver samples, paint colors, gazebos, sheds, etc.)**

_____ All plant life/trees/artificial turf, etc. should be clearly indicated as far as size, type, location on the property, etc. and include set back measurements on the site plans/diagrams as applicable.

_____ All decorative rocks, stones, etc. should be clearly indicated as far as size and type along with the color photos.

_____ Site Plans/Diagrams/Specifications of Improvements: please submit legible drawings/diagrams/site plans, etc. as they pertain to your improvements. These diagrams are not required to be professionally done. The Architectural Review Committee/Board of Directors just needs to clearly see and understand the proposed improvements. Please be sure to clarify the following items with your diagrams:

- A) Improvement(s) location with measurements/distances in relation to existing structures (residence, property walls, driveway, etc.) as applicable. See attached sample ARC diagram.
- B) Front, rear, and side yard setback measurements as applicable
- C) Measurements of the actual improvement(s) itself. For example, if you are proposing to install a patio cover, we would need to know the specific measurements/size of the patio cover.
- D) Materials list: all building materials required for the improvement(s) should be listed/included with the application. Color samples of applicable materials is recommended.
- E) Drainage pattern(s) for landscaping improvements
- F) Solar panel installation requests should include diagrams showing where the panels will be installed on the roof.

Return Completed Application to: Epic Assoc. Mgmt., 8712 Spanish Ridge Ave., Las Vegas, NV 89148; general@epicamlv.com

ARCHITECTURAL SUBMITTAL CHECKLIST CONTINUED:

- _____ Copy of building/city permit(s) (if applicable). Building/city permits can be submitted after approval from the association if your permit will not be issued until you obtain approval from your association.
- _____ Utility connection locations (if applicable)
- _____ Building floor plans and roof plans with all dimensions, setbacks, etc. (if applicable)
- _____ Manufacturers specifications for improvements (if applicable)
- _____ Photograph(s) of similar improvements for reference.
- _____ Copy of Business License/Certificate of Insurance if you are using a licensed contractor.

Additional Comments or Details: _____

WEST END @ PROVIDENCE 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 CHANGE REQUEST APPLICATION

Date: _____
Owner(s) Name: _____
Property Address: _____
Mailing Address (if different from above): _____
Telephone #: _____
Email Address: _____

I hereby request approval for the installation of the following improvement(s) to my unit (describe the proposed improvements and provide the required items from the checklist above:

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

Work to be constructed by: _____

Proposed Date of Construction: _____

Proposed Date of Completion: _____

Additional Comments 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/Board of Directors. An incomplete application **WILL NOT** be submitted to/reviewed by the Architectural Review Committee/Board of Directors.

Please be aware that the Architectural Review Committee/Board of Directors may take up to 45 DAYS to approve/deny your application. Please plan for this timeframe accordingly.

Applicant Signature(s): _____

Return Completed Application to: Epic Assoc. Mgmt., 8712 Spanish Ridge Ave., Las Vegas, NV 89148; general@epicamlv.com

WEST END @ PROVIDENCE HOMEOWNERS ASSOCIATION

c/o Epic Association Management

8712 Spanish Ridge Ave., Las Vegas, NV 89148

Phone/Text: 702.767.9993 * Email: general@epicamlv.com

IMPACTED NEIGHBOR STATEMENT

The impacted neighbor statement page is **required** for all improvements regardless of whether the improvements will directly impact the neighbors or not. This page is intended to make your neighbors aware of your proposed improvements so that they can anticipate the improvements, excess noises, excess visitors to the property, construction, etc. A neighbor's approval/disapproval will be taken into consideration but it is not a direct indication of whether your improvements will be approved or not. Specific objections must be noted or provided separately for the Architectural Review Committee/Board of Directors consideration if a neighbor is recommending disapproval. The Architectural Review Committee/Board of Directors may contact the neighbors to further discuss any objections to proposed improvements.

Name: _____

Property Address: _____

Improvement for Review: _____

On the below noted dates, I/We presented the attached plans and/or drawings to all immediate 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:

Adjacent Neighbor: _____ Approval _____ Recommended Disapproval**
Signature: _____ Address: _____
Telephone: _____ Date: _____

Adjacent Neighbor: _____ Approval _____ Recommended Disapproval**
Signature: _____ Address: _____
Telephone: _____ Date: _____

Adjacent Neighbor: _____ Approval _____ Recommended Disapproval**
Signature: _____ Address: _____
Telephone: _____ Date: _____

Adjacent Neighbor: _____ Approval _____ Recommended Disapproval**
Signature: _____ Address: _____
Telephone: _____ Date: _____

Applicant Signature(s): _____

Return Completed Application to: Epic Assoc. Mgmt., 8712 Spanish Ridge Ave., Las Vegas, NV 89148; general@epicamlv.com

EXHIBIT C
PROVIDENCE MASTER HOMEOWNERS ASSOCIATION
DESIGN REVIEW APPLICATION

Scan for Design Guidelines using QR code reader or click [here](#) to view online.



OWNER _____ FEE _____

PROPERTY ADDRESS: _____ COMMUNITY _____

MAIL ADDRESS (If different) _____

DAYTIME PHONE _____ EMAIL _____

THIS APPLICATION IS FOR REVIEW AND APPROVAL OF THE FOLLOWING DESCRIBED IMPROVEMENTS. ANYTHING NOT LISTED HERE AND NOT CLEARLY SHOWN ON PLANS WILL NOT BE A PART OF THIS REVIEW. APPROVAL IS FOR ASSOCIATION PURPOSES ONLY AND DOES NOT CONSTITUTE APPROVAL AS TO COMPLIANCE WITH APPLICABLE STATE, COUNTY OR CITY LAW, BUILDING AND SAFETY REQUIREMENTS OR ZONING ORDINANCES.

NATURE OF PROJECT: (CHECK ALL THAT APPLY)

- Painting of exterior of Dwelling (trim, fencing, property walls, etc.) – not original color scheme
- Landscape changes and additions
- Landscape plans – New Installation
- Patio cover
- Wrought iron fencing and/or gates
- Concrete work/paving stones (walkways, patio surface, deck etc.)
- Property walls – new installation or changes to existing
- Solar Panels
- Pool, spa, water feature (\$)
- Addition to existing Dwelling (room addition or patio enclosure) (\$)
- Other _____

FOR OFFICE USE ONLY:
ACCT #: _____
TYPE: _____
NOTES: _____

**A COMPLETE COPY OF FINAL PLANS MUST BE ATTACHED, SHOWING:
(INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED)**

- ✓ Site Plan And Floor Plan If Applicable
- ✓ Exterior Elevations
- ✓ Roof Design (Solar Plans)
- ✓ Exterior Materials Specifications And Finishes/Colors
- ✓ Landscaping & Irrigation Plan
- ✓ Such Other Items Necessary To Reflect The Character And Dimensions Of The Improvements
- ✓ Defined Set-Back Measurements (distance from object to perimeter walls)

****THE LEGAL OWNER MUST ADDRESS ANY QUESTIONS REGARDING THIS APPLICATION. BY ENTERING YOUR NAME, YOU ELECTRONICALLY APPROVE THIS APPLICATION; APPROVAL MUST BE RECEIVED BY THE HOMEOWNER. SIGNATURE OR ELECTRONIC ACKNOWLEDGMENT CONFIRMS THAT IF ANY WORK HAS COMMENCED PRIOR TO RECEIVING WRITTEN APPROVAL FROM THE DRC, YOU WILL BE LIABLE FOR ALL COSTS NECESSARY TO BRING THE WORK UP TO THE CURRENT STANDARDS. THE HOMEOWNER UNDERSTANDS THE DRC MAY NEED TO ENTER THE PROPERTY TO INSPECT WORK IN PROGRESS AS WELL AS COMPLETED WORK.**

I have read and understand that my contractor and I must comply with the most current version of the Community Design Guidelines and must construct all improvements in accordance with those guidelines and other governing documents of the Association.

EMAIL: CHECK HERE to request ALL written communications regarding this Application to be delivered only to the email address above. (If unchecked, all written communication regarding this Application will be mailed to the mailing address on file. This email directive does not extend to other Association communications such as billings, etc.; this option applies ONLY to this DRC Application.)

Owner Acknowledgment _____ Date: _____

EXHIBIT B
PROVIDENCE MASTER HOMEOWNERS ASSOCIATION
DESIGN REVIEW SUBMITTAL PROCEDURES

TYPE I SUBMITTALS – These items require prior review and approval by the Design Review Committee or its representative. No fee will be charged for the review of these minor items, unless unusual circumstances require further review by a professional consultant. Please refer to the Design Guidelines for a complete list of these items.

TYPE II SUBMITTALS – These items include major improvements to the Dwelling or Lot and most likely require professional construction/installation and building permits from the County. Please refer to the Design Guidelines for a complete list of these items.

SUBMITTAL FEES:

Type I: No fee, unless further review by a consultant is required.

Type II: \$35 per submittal, payable in advance.

Professional Review: \$75 per submittal, if required – payable in advance.

FOLLOWING ARE THE STEPS FOR COMPLETING SUBMITTALS FOR REVIEW:

Step 1: Obtain approval from sub-association (except Easton Place). Complete a Design Review Application form (Exhibit C), including the following:

- Lot Owner's name
- Site address
- Owner's mailing address
- Daytime contact information

Step 2: Include a site plan/drawing indicating the following:

- Lot property lines
- Footprint of the Dwelling
- Location of any other structures on the Lot, including play equipment, pool or spa, fountain, patio, gazebo, etc.
- Location of the item(s) included for review on the Design Review Application
- Note distance in feet from all structures and property lines

Step 3: Describe the item(s) being submitted for review as completely as possible, including:

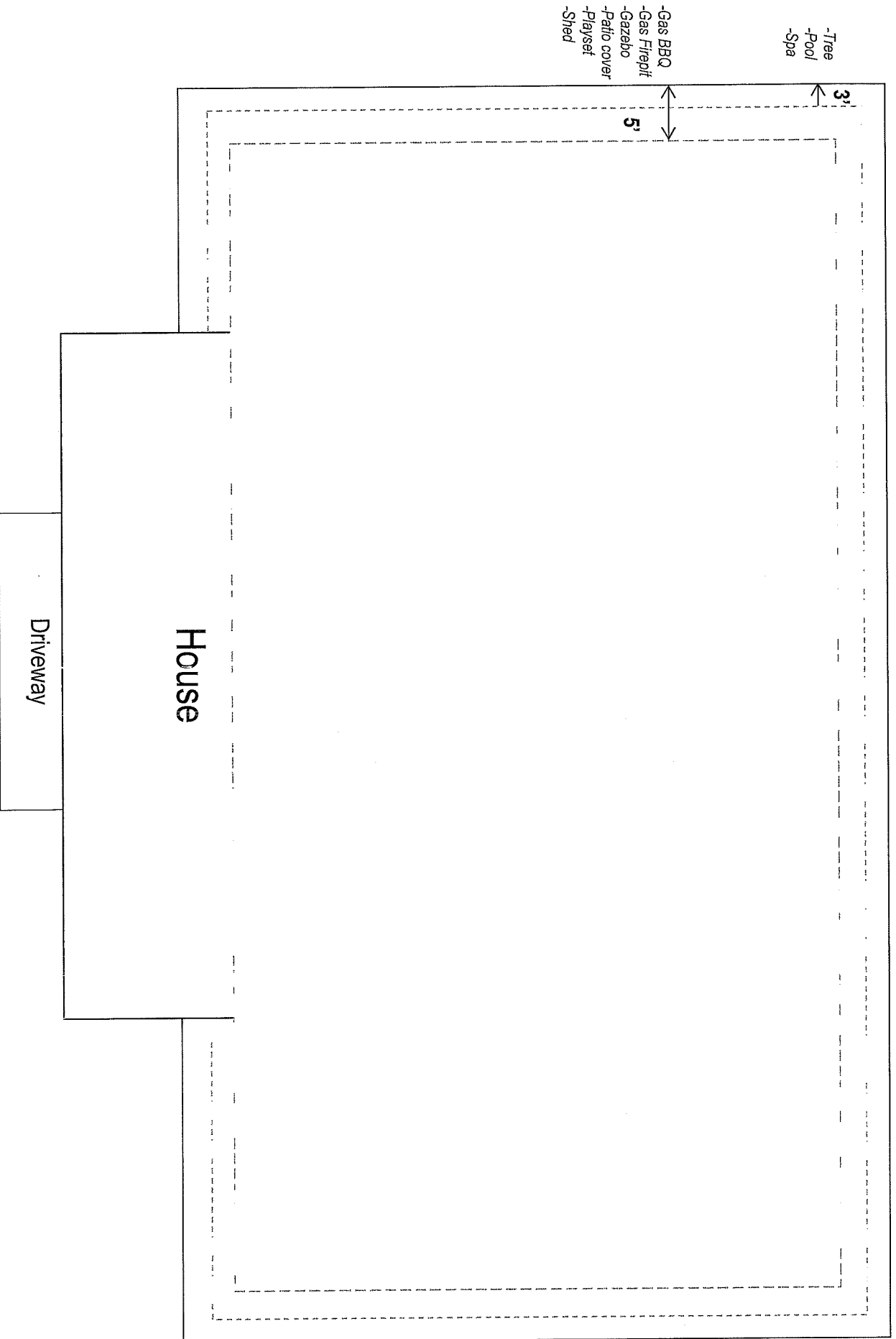
- Size, height and color
- Type of material(s)
- Method of installation (i.e. in-ground, on concrete or tile, etc.)
- Include any catalog sheets, spec sheets or photos that clearly show the above items
- If necessary or requested, samples are acceptable but will not be returned. If samples are submitted, they should be small enough to fit into an envelope for handling.

Step 4: Include the required fee in the form of a check or money order payable to: **Providence Master Homeowners Association.**

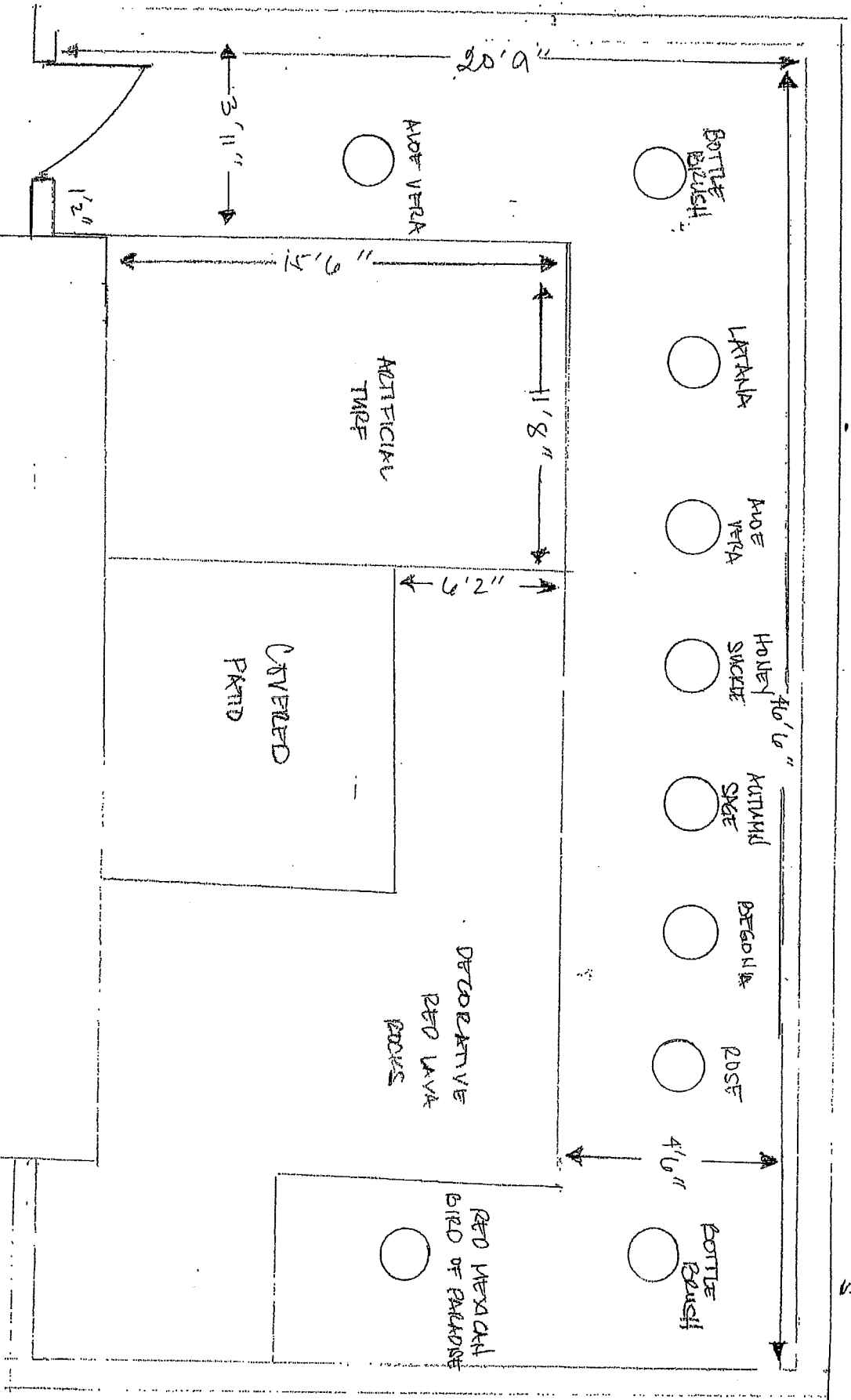
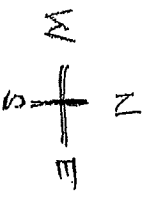
Step 5: Owner will be notified in writing of the review results, within twenty-five (25) to forty-five (45) days of receipt date of a complete Submittal package.

Please contact Management at (702) 216-2020 with any questions or concerns.

DRAWING OF PROPOSED IMPROVEMENTS



PETA YARD LANDSCAPING



Drawings / Divisaram Samples