



## Montecito Homeowners Association

### Architectural Request Form

HOMEOWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

LOT # \_\_\_\_\_ SITE ADDRESS IF DIFFERENT: \_\_\_\_\_

TYPE OF CONSTRUCTION PROPOSED: \_\_\_\_\_

TO BE CONSTRUCTED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR'S LICENSE #: \_\_\_\_\_ LIMIT: \_\_\_\_\_

PREPARER'S/ARCHITECT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

HOMEOWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I \_\_\_\_\_ (Homeowners) have read and understand that I must comply with the latest version of the Southern Highlands Homeowner Design Manual and all guidelines that apply to my proposed improvements, including the Montecito Homeowner Association CC&R's.

Further, I have provided a copy to my subcontractor(s) and/or vendor(s) and understand that they must also construct any and all improvements in accordance with the South Highlands Homeowner Design Manual and the Montecito Homeowner Association CC&R's.

Homeowner Signature

Date

\*NOTE: APPROVAL ALSO MUST BE OBTAINED FROM THE MASTER ASSOCIATION, SOUTHERN HIGHLANDS COMMUNITY ASSOCIATION, BY A SEPARATE APPLICATION FOR APPROVAL ON THEIR FORMS (AVAILABLE AT THE SOUTHERN HIGHLANDS COMMUNITY ASSOCIATION MASTER OFFICE).

(OFFICE USE ONLY)

DATE RECEIVED (stamp) \_\_\_\_\_

Accepted by: \_\_\_\_\_



**FirstService**  
RESIDENTIAL

Arville Office

[nevada.fsrconnect.com/montecito](http://nevada.fsrconnect.com/montecito)

8290 Arville Street | Las Vegas, NV | 89139

phone: 702.932.6740 fax: 702.737.3360



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**(UPDATED JANUARY 18, 2018)**

ALL APPLICATIONS MUST INCLUDE:

Homeowner's Initials \_\_\_\_\_

\_\_\_\_\_ The Association will NOT accept an Architectural package unless the application is completed and signed by the homeowner.

\_\_\_\_\_ The committee has 45 days to complete the application process.

\_\_\_\_\_ Drawings and/or photographs to demonstrate the proposed improvements.

#### **DRAWING REQUIREMENTS: POOL**

\_\_\_\_\_ Drawing of yard showing pool

\_\_\_\_\_ Distance to side and rear walls from pool

\_\_\_\_\_ Elevation of pool (if applicable)

\_\_\_\_\_ Drainage lines for yard (show with arrows) – drawings may not be disturbed.

\_\_\_\_\_ Location of pool equipment (must be screened from view)

\_\_\_\_\_ Access for contractor to dig pool. This must be through the front (usually on the gate side) Note: Side and rear wall removal is prohibited. Craning over association walls is prohibited.

#### **LANDSCAPING**

\_\_\_\_\_ Drawings of front and/or rear yard showing placement of plants, rocks, grass

\_\_\_\_\_ Names of plants and type of grass –Details necessary.

(Note: grass must be – 2 ½ feet from wall; planting of trees must comply with the root barrier setbacks per guidelines)

\_\_\_\_\_ Size and color of rock (i.e. 3/6" – ¾" crushed rock, desert rose)

\_\_\_\_\_ Drainage lines for yard (show with arrows) – drainage may not be disturbed

\_\_\_\_\_ Approximate weight or size of boulders required (if applicable)

#### **PATIO SLAB and WALKWAYS**

\_\_\_\_\_ Drawing of yard showing dimensions and location of patio slab

\_\_\_\_\_ Type of concrete and finish – plain, stamped, colored

\_\_\_\_\_ Distance of slab to side and rear walls.

\_\_\_\_\_ Location and width of walkway and finish – plain, stamped, colored

\_\_\_\_\_ Drainage lines for yard (show with arrows) – drainage may not be disturbed

#### **PATIO COVER**

\_\_\_\_\_ Drawing showing placement of patio cover

\_\_\_\_\_ Indicate type of cover with color material (stucco w/barrel tile roof or lattice Alumawood)

\_\_\_\_\_ Distance of patio to side and rear walls (must have 5' from side of cover to side wall and 10' from edge of cover to rear wall)

\_\_\_\_\_ Elevation showing height of patio cover and placement against rear wall



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**NO FAXED COPIES WILL BE ACCEPTED.**

**ALL INCOMPLETE APPLICATIONS WILL BE RETURNED TO HOMEOWNER.**

**THE LEGAL HOMEOWNER MUST ADDRESS ANY QUESTIONS/COMMENTS REGARDING THIS SUBMISSION. FIRSTSERVICE RESIDENTIAL WILL NOT DISCUSS THIS MATTER WITH ANY SUBCONTRACTOR OR VENDOR TO THE HOMEOWNER AT ANY TIME.**

**HOMEOWNER INITIAL: \_\_\_\_\_**

**NOTE: WE RECOMMEND THAT THE HOMEOWNER MAKE AND RETAIN A COPY OF THE COMPLETED SUBMITTAL FORM FOR YOUR RECORDS.**

**REVISED JANUARY 18, 2018**



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