



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: _____

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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: _____



Submit completed form through **OurMontecito.com/contact**

Mail: FirstService Residential - Montecito - 8290 Arville Street - Las Vegas, NV 89139

Phone: 702-546-6889



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(UPDATED AUGUST 1, 2026)

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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 AUGUST 1, 2026



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