

Hidden Canyon Homeowners Association

Architectural Submittal Checklist

Property Address: _____

Property Improvement: _____

The following items are required for the submittal packet & should accompany all applicable requests.
Once completed, provide entire packet plus one additional copy to the management company listed at the bottom of this page (page 1).

- _____ Plans
- _____ Elevation Drawings
- _____ Details
- _____ Site Plan
- _____ Specifications
 - A. Location of the improvement on the lot
 - B. Front, Rear, and Side 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 preparation by a licensed contractor
- _____ Site development plan showing the existing and proposed topographic elevations and the drainage pattern (If Applicable)
- _____ Construction staging area
- _____ Manufacturer's specifications (If Applicable)
- _____ Tree and plant schedule, showing size and type (If Applicable)
- _____ photograph(s) of similar improvement

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. An incomplete application may affect the time limits for approval.

C/O Nevada Community Management
9500 W. Flamingo Rd., Suite 204, Las Vegas, NV 89147
Phone: (702) 222.2391 Fax: (702) 228.1783
Compliance: carol@nevcn.com

Hidden Canyon Homeowners Association

Architectural Review Request

Property Owner: _____ Date: _____

Property Address: _____

Mailing Address: _____

Telephone Number (Home): _____ (Work): _____

Projected Start Date: _____ Completion Date: _____

I hereby request approval of the construction or installation of the following improvement(s):

Contractor Name: _____ Phone Number: _____

Company Address: _____

Contractor's License #: _____ Bonded/Insured? ☐ Yes ☐ No

Owner Signature

Owner Signature

DO NOT WRITE BELOW THIS LINE

Date Received: _____

Date of ARC Meeting: _____

☐ Additional Information requested

☐ Approved

☐ Impacted Neighbor Statement requirement

☐ Declined

☐ Approved with conditions

Comments/Conditions: _____

By: _____

Date: _____

Hidden Canyon Homeowners Association

Impacted Neighbor Statement

Property Owner: _____ Date: _____

Property Address: _____

Improvement for Review: _____

On _____, 201____, I/We presented the attached plans to all affected neighbors for their review. Each neighbor has been notified that the plans are being submitted for approval.

1. Side Facing Neighbor Address: _____

Signature: _____ Telephone: _____

☐ Recommend Approval ☐ Recommend Disapproval

2. Side Facing Neighbor Address: _____

Signature: _____ Telephone: _____

☐ Recommend Approval ☐ Recommend Disapproval

3. Rear Facing Neighbor Address: _____

Signature: _____ Telephone: _____

☐ Recommend Approval ☐ Recommend Disapproval

4. Rear Facing Neighbor Address: _____

Signature: _____ Telephone: _____

☐ Recommend Approval ☐ Recommend Disapproval

5. Front Facing Neighbor Address: _____

Signature: _____ Telephone: _____

☐ Recommend Approval ☐ Recommend Disapproval

6. Front Facing Neighbor Address: _____

Signature: _____ Telephone: _____

☐ Recommend Approval ☐ Recommend Disapproval

Homeowner Signature

Telephone

Note: Specific objections may be noted on the back of this form for committee consideration. The Neighbor Impact Form is not required, however, it is recommended.