

# ARCHITECTURAL COMMITTEE SUBMITTAL PROCESS

The below listed items are required to be included as necessary for review by the Architectural Control Committee. Applications must be submitted no later than one week prior to an ACC meeting to allow for administrative processing. Currently, ACC meetings are held on the first and third Thursdays of each month. It is strongly recommended that applicants read CC&R Articles VII and XII and the Los Prados Community Association Architectural Policies, Guidelines and Procedures prior to submitting requests to the ACC. Applications must be signed by the homeowner or contain a signed letter of authorization from the homeowner if signed by a person other than the homeowner.

- ORIGINALS OF APPLICABLE ITEMS BELOW ARE REQUIRED. ATTACH ADDITIONAL PAGES WHEN NECESSARY.

- A. APPLICANT INFORMATION FORM
- B. PATIO AND PATIO COVER CHECKLIST
- C. LANDSCAPE CHECKLIST
- D. NOTICE OF COMPLETION
- E. HOMEOWNER / CONTRACTOR ACKNOWLEDGMENT
- F. INDEMNITY AGREEMENT
- G. REQUEST FOR VARIANCE
- H. PAINT AND COLOR COAT SAMPLES

- PLANS AND PERMITS OF WORK TO BE DONE

Detailed drawings showing height, length, width, color, and what the improvement(s) will look like when finished. Please make sure all dimensions are shown, including house footprint and measurements to property lines. A copy of any required City of Las Vegas building permit must be submitted to the Los Prados Administrative Offices for filing prior to start of work.

- LANDSCAPING (Form - Exhibit C, must be completed)

Plans must show a detailed diagram of the house footprint, relationship to adjacent properties, lot, and where the landscaping improvements will be. Indication and location of plant types and tree types are required.

- MATERIAL SAMPLES

Color sample(s) of paint, screen material, synthetic grass and pictures of gazebo, pool, patio cover or spa should accompany plans for the same. Sample size of paint and materials should be large enough to give a true idea of the actual color.

- DEPOSIT

A \$250.00 check deposit is required. Deposit check will be cashed upon approval. This will be refunded provided the street and/or construction areas are left in a clean condition after work is completed and inspected.

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

*Attendance at an ACC meeting is recommended to ensure timely resolution of any issues relative to the project.*

**NEXT MEETING DATE:** \_\_\_\_\_

**PLEASE SUBMIT PLANS BY:** \_\_\_\_\_

Applicant Will Attend ACC Meeting (Check one): Yes  No

**EXHIBIT A**

**LOS PRADOS COMMUNITY ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE APPLICANT INFORMATION FORM**

Name:	Address:
Main Contact Phone:	Village:
Proposed Start Date:	Expected End Date:

**PROJECTS REQUESTED: (Check appropriate item(s), complete and include appropriate exhibit forms)**

Room Addition:	<input type="checkbox"/>	Roofing	<input type="checkbox"/>	Gate:	<input type="checkbox"/>	Protective Screen:	<input type="checkbox"/>
Concrete Walkway:	<input type="checkbox"/>	Driveway Extension:	<input type="checkbox"/>	Other Concrete:	<input type="checkbox"/>	Balcony:	<input type="checkbox"/>
Lighting:	<input type="checkbox"/>	Play Equipment:	<input type="checkbox"/>	Gazebo:	<input type="checkbox"/>	Pool/Spa:	<input type="checkbox"/>
Antenna:	<input type="checkbox"/>	Security Bars/Doors:	<input type="checkbox"/>	Solar Energy Equipment:	<input type="checkbox"/>	Exterior Painting:/Color Coat*	<input type="checkbox"/>
Lamppost:	<input type="checkbox"/>	Flagpole:	<input type="checkbox"/>	Nameplate:	<input type="checkbox"/>	Landscaping:	<input type="checkbox"/>
Wall:	<input type="checkbox"/>	Fence:	<input type="checkbox"/>	Patio Slab:	<input type="checkbox"/>	Desert	<input type="checkbox"/>
Side	<input type="checkbox"/>	Side	<input type="checkbox"/>	Patio Cover:	<input type="checkbox"/>	Front	<input type="checkbox"/>
Rear	<input type="checkbox"/>	Rear	<input type="checkbox"/>	Patio Shade:	<input type="checkbox"/>	Rear	<input type="checkbox"/>
Front	<input type="checkbox"/>	Relocation	<input type="checkbox"/>	Patio Screen:	<input type="checkbox"/>	Side	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	Extension	<input type="checkbox"/>	Gutters:	<input type="checkbox"/>	Trees	<input type="checkbox"/>
Extension	<input type="checkbox"/>		<input type="checkbox"/>	Drains:	<input type="checkbox"/>	Lawn	<input type="checkbox"/>
Other: Describe below	<input type="checkbox"/>		<input type="checkbox"/>	Mailbox:	<input type="checkbox"/>	Artificial Grass	<input type="checkbox"/>

\* Please complete EXHIBIT H  
OTHER:

Please complete for our records.

Existing Color HOUSE \_\_\_\_\_ TRIM \_\_\_\_\_ ROOF \_\_\_\_\_

FRONT DOOR \_\_\_\_\_ GARAGE DOOR \_\_\_\_\_ POP OUTS \_\_\_\_\_

Applications must be accompanied by drawings, plans, or diagrams indicating the scope of the project. Yes:  No:

Copies of City Permits or Las Vegas Valley Water District approval are included with this application. YES:  No:

Plans that are approved by the ACC are not to be considered authorization to change the drainage plan as installed by the developer and approved by the City of Las Vegas or any other applicable City Code.

Signature of Applicant/Homeowner \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT B**

**PATIO AND PATIO COVER CHECKLIST**

This information must be accompanied by plans, drawings, or diagrams which show all the listed details, dimensions, and what the completed cover will look like. (NOTE: Information on City of Las Vegas permit requirements can be obtained on their website [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov))

**Patio**

Type of surface:	Concrete <input type="checkbox"/>	Wood Deck <input type="checkbox"/>	
	Pavers <input type="checkbox"/>	Other: <input type="checkbox"/>	Explain below:
Proposed dimensions (Attach drawings as necessary):			

**Patio Cover**

Height:	Slope:
Width:	Overhang:
Setbacks: Overhang must be at least five feet from property line	From posts to the rear property line:
From posts to the right property line	From posts to the left property line:
Type of Roof:	Post Size (minimum is 6" x 6"):
Alumawood Slats <input type="checkbox"/>	Will patio cover be painted to compliment residence? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain below.
Wood Slats <input type="checkbox"/>	Will patio cover be stuccoed to match the residence? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Solid Alumawood <input type="checkbox"/>	
Tile matching roof over wood/roofing <input type="checkbox"/>	<b>Please provide the administrative office a copy of approved City of Las Vegas permits when obtained. Final release cannot made until permit copies are received</b>

**Please provide any other relevant information:**

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# EXHIBIT C

## LANDSCAPE CHECKLIST

The following information is required for all landscape applications. This information must be accompanied by drawings or contractor's plans which show all the listed details, lot dimensions, footprint of home including driveway and patio as well as property lines and what the completed project will look like to include type and placement of plantings.

Approximate lot size:	Dimensions of area to be landscaped:
If removing sod, method of removal: <ul style="list-style-type: none"> <li>• Herbicide: Yes <input type="checkbox"/> No: <input type="checkbox"/></li> <li>• Physical removal to a depth of _____ inches</li> </ul>	Type of weed barrier: <ul style="list-style-type: none"> <li>• Landscape felt: <input type="checkbox"/></li> <li>• Landscape fabric <input type="checkbox"/></li> </ul> Note: These types of weed barrier conform to the requirements of the Las Vegas valley Water District. Plastic sheeting may not be used as it can affect drainage requirements.
Type of landscape rock/stones to be used. NOTE: A minimum of 3/4" size stone/rock is required from curb to 3 feet into the property. <ul style="list-style-type: none"> <li>• Size: _____ Note: a minimum size of 3/4" rock is required within 3 feet of the roadside curb.</li> <li>• Color: _____</li> <li>• Depth of Rock/stone _____"</li> </ul>	Plant Listing: _____ _____ _____ _____ _____ _____ _____ _____ _____

Has an application been made for a rebate from the Las Vegas Valley Water District?  YES  NO

**NOTE:** If yes, upon completion and before final inspection, provide a copy of the approval letter from the Water District to the Los Prados Administrative Office.

Remember to **CALL BEFORE YOU DIG** at **811** to avoid disrupting utilities. Get more information at [www.call811.com](http://www.call811.com).

**EXHIBIT H**

**NOTICE OF COMPLETION OF HOME IMPROVEMENTS**

When the project is finished, to include any final release by the City of Las Vegas, please complete out and return this form to the front desk at the Clubhouse, or mail to.

Los Prados Community Association  
5150 Los Prados Circle  
Las Vegas, NV 89130

\_\_\_\_\_  
**Applicant/Homeowner Name** **Day Phone**

\_\_\_\_\_  
**Address** **Village**

\_\_\_\_\_  
**Type of Improvement** **Date of Completion**

\_\_\_\_\_  
**Signature of Applicant/Homeowner**

\_\_\_\_\_  
**Do not write below this line**

**Los Prados Staff**

**Date received:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Assigned to ACC member** \_\_\_\_\_ **for review of completion in**  
**accordance with approved plan.**

**Received from ACC Member. Date** \_\_\_\_\_

**Project is complete**  **Project requires further work**

\_\_\_\_\_  
**Applicant's deposit returned: Date** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**EXHIBIT D**

**HOMEOWNER / CONTRACTOR ACKNOWLEDGMENT**

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Applicant/Homeowner Name (Please print)

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Address

Phone

A copy of the Los Prados CC&Rs and ACC Guidelines have been made available to me and HAVE  HAVE NOT  (Check one) been read by me in regard to compliance for the requested improvements attached.

If a contractor will be used to perform any or all of the improvements, a signed bid stating the contractor's compliance with the Los Prados CC&Rs or a signature on this Exhibit indicates the contractor's review has been made.

Homeowner's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor's License No. \_\_\_\_\_

# EXHIBIT E

## INDEMNITY AGREEMENT

### Recitals

- A. The undersigned Applicant is the owner of a lot or house located in Los Prados ("Owner") and wishes to commence construction of the improvements (the "Improvements") set forth on Exhibit "A" attached hereto. (Note: If the applicant is not the homeowner, a letter of authorization for the applicant to submit the project application must be included. The letter must state that the applicant has full authority to act for the owner.)
- B. The undersigned Contractor has been hired by Applicant to effect the improvements ("Contractor").
- C. Construction of the improvements is subject to the Master Declaration of Covenants, Conditions, and Restrictions of Los Prados (CC&Rs) and a Declaration of Restrictions of a sub-association at Los Prados, as well as certain Rules and Regulations of the Architectural Review Committee ACC).
- D. The Los Prados Community Association (the "Master Association") and the ACC may, but are not obligated to, exercise supervisory responsibility with respect to ascertaining that Contractor's operations and improvements comply with the Rules and Regulations of the ACC and the CC&Rs.
- E. Certain indemnities are required of Owner and Contractor, as follows, prior to commencement of construction of the improvements:

### Accordingly:

- 1. Applicant and Contractor hereby agree to construct the Improvements in accordance with the CC&Rs and the Declaration of Restrictions of any sub-association having jurisdiction over the Improvements, the Rules and Regulations of the ACC, and the Rules and Regulations promulgated by the Master Association.
- 2. Applicant shall be responsible for the conduct of Contractor and its employees within Los Prados. Applicant and Contractor understand and agree that violations of the Rules and Regulations may be met with a stop work order and revocation of Contractor's right to enter Los Prados Community Association, Inc.
- 3. Applicant and Contractor hereby indemnify Los Prados, the Master Association, and all sub-associations and the ACC, as well as their agents and assigns, and Applicant and Contractor agree to hold them harmless against and from any and all liabilities, claims, losses, damages and expenses, including attorneys fees arising from or in any way connected with the Improvements or construction of the Improvements.

### APPLICANT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### CONTRACTOR

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
License No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date





**PAINT SAMPLES**

**Please attach a paint/color coat sample or daub paint/color coat in the appropriate box.**

<p><b>House:</b></p>	<p><b>Trim:</b></p>
<p><b>Front Door</b></p>	<p><b>Garage Door</b></p>
<p><b>Pop Outs:</b></p>	<p><b>Concrete Color Coat:</b></p>