

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:**

- 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 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 the start of work.

- **LANDSCAPING (Form - Exhibit C MUST be completed)**

Plans must show a detailed diagram of the house, 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, pictures of gazebo, pool, patio cover or spa should accompany plans for the same. Sample size of paint should be large enough to give a true idea of the actual color.

- **DEPOSIT**

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

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 the 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 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)

| | | | | | | | |
|-----------------------|--------------------------|----------------------|--------------------------|-------------------------|--------------------------|--------------------------------|--------------------------|
| Garage Conversion | <input type="checkbox"/> | Room Addition: | <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 EXIHBIT H

OTHER: _____

Please complete for our records.

Existing Color **HOUSE** _____ **TRIM** _____ **ROOF** _____
FRONT DOOR _____ **GARAGE DOOR** _____ **POP OUTS** _____

The application must be accompanied by drawings, plans, or diagrams indicating the scope of the project.

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.

Signature of Applicant/Homeowner

Date

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: | | | | | | | | | | |
| <p>If removing sod, method of removal:</p> <ul style="list-style-type: none"> • Herbicide: Yes: <input type="checkbox"/> No: <input type="checkbox"/> • Physical removal to a depth of _____ inches | <p>Type of weed barrier:</p> <ul style="list-style-type: none"> • Landscape felt: <input type="checkbox"/> • Landscape fabric: <input type="checkbox"/> <p>Note: These types of weed barriers conform to the requirements of the Las Vegas Valley Water District. Plastic sheeting may not be used as it can effect drainage requirements.</p> | | | | | | | | | | |
| <p>Type of landscape rock/stones to be used. NOTE: A minimum of ¾" size stone/rock is required from curb to 3 feet into the property.</p> <ul style="list-style-type: none"> • Size: _____ Note: a minimum size of ¾" rock is required within 3 feet of the roadside curb. • Color: _____ • Depth of Rock/stone: _____ | <p>Plant Listing:</p> <table border="1" style="width: 100%; height: 100%;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table> | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

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** to **811** to avoid disrupting utilities. Get more information at www.call811.com.

EXHIBIT D

NOTICE OF COMPLETION OF HOME IMPROVEMENTS

When the project is finished, to include any final release by the City of Las Vegas, please complete 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**

Date of Completion

Signature of Applicant/Homeowner

Do not write below this line

Los Prados Staff

Date received: _____

Staff Signature: _____

This is signed 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 check returned: Date _____

Staff Signature: _____

EXHIBIT E

HOMEOWNER / CONTRACTOR ACKNOWLEDGMENT

Applicant/Homeowner Name (Please print)

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 ___/___/___

EXHIBIT F

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

CONTRACTOR

Name

Company Name

Address

Address

Signature

Authorized Signature

Date

Title

Date

EXHIBIT H

PAINT SAMPLES

Please staple a paint/color coat sample chip or daub paint/color coat in the appropriate box.

| | |
|--------------------|---------------------------------|
| House: | Trim: |
| Front Door: | Garage Door & Frame: |
| Pop Outs: | Concrete Color Coat: |

