



## ARCHITECTURAL REVIEW APPLICATION

Please use this application to request architectural review and approval for **Exterior Improvements/Installations** to your home or property. Architectural approval must be obtained prior to commencement of construction or installation of these improvements. **No work or improvements shall commence on a property unless the Association has given its prior written approval.**

This application must be completed and signed by the homeowner of record. Please refer to the [Homeowner Design Guidelines](#) for all submittal requirements pertaining to the proposed improvements.

If you are submitting for improvements made prior to architectural approval, please complete this page and continue to STEP 3.

Please read all directions carefully and review your responses before submitting your application. Include all required documentation. Incomplete applications will delay review response.

If you live in a community with a sub-association, please read and acknowledge the following statement:

I acknowledge that my property is in a sub-association, and I will submit a separate architectural review application to the sub-association in addition to this application for approval of my requested improvements.

### STEP 1 - PLEASE PROVIDE THE FOLLOWING INFORMATION:

Owner(s) of Record: \_\_\_\_\_

Property address: \_\_\_\_\_

\_\_\_\_\_

Primary phone #: \_\_\_\_\_ Secondary phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address to mail the status of your application (if different from above):

\_\_\_\_\_

\_\_\_\_\_

#### IN-OFFICE USE ONLY

- Standard Review
- Deposits

Accepted by: \_\_\_\_\_ Check #s and Amounts: \_\_\_\_\_

\_\_\_\_\_

## STEP 2 - IDENTIFY NEW CONSTRUCTION / IMPROVEMENTS AND UPLOAD DOCUMENTS

Please identify the types of new construction/improvements you wish to make. Check all applicable boxes to confirm your acknowledgment of the required information for the selected improvement. Please be aware that additional information may be requested in order to complete our review of your application.

Attach photos and other documentation to your completed application. See all submittal options in STEP 6 at the end of the application form.

### **LANDSCAPE INSTALLATIONS / CHANGES**

Identify the applicable areas:                      Front/Corner Yard                      Side Yard                      Rear Yard

Please acknowledge that the following information is required by checking each box. Attach all documentation with your application.

A landscape plan, hand-drawn sketch, or marked-up photos of the changes containing:

- A list/legend of all new plant types/sizes and existing plant materials to remain.
- The distances between trees and shrubs from structures and property walls.
- The types of hardscape and ground cover materials.

Provide a photo of front of residence (for Front and Side Yard Landscape improvements).

Please identify the use of any of the following construction equipment:

Crane/Lifting equipment                      Trash dumpster                      Portable restrooms                      Other: \_\_\_\_\_

### **POOL / SPA INSTALLATIONS**

Please acknowledge that the following information is required by checking each box. Attach all documentation with your application.

A pool construction plan (plan that is provided to the City/County for permit) that identifies:

- Pool setbacks to structures, property walls and property lines.

### **ACCESSORY STRUCTURES (I.E. PATIO COVERS, GAZEBOS), PLAY EQUIPMENT & SPORT COURTS**

Please acknowledge that the following information is required by checking each box. Attach all requested documentation with your application.

Photos or renderings of the structure or play equipment.

A site plan that identifies the:

- Distances the structure, play equipment or sport court will be to your property lines and house.
- Dimensions of the structure, play equipment or sport court.

A completed **Neighbor Awareness** form is required. See attached supplemental forms.

## EXTERIOR PAINT & MATERIAL CHANGES

The Southern Highlands Community Association has pre-selected exterior paint color schemes for homeowners to choose from. To view the full palette, go to: [www.dunnedwards.com](http://www.dunnedwards.com)

Please note that your sub-association may have specific color palettes for your community - these colors take precedence. Identify your sub-association:

**Mixing or selecting colors between multiple color schemes will not be approved.**

Identify your Paint Scheme # selection: \_\_\_\_\_

Identify your paint color designations for:

House Body: \_\_\_\_\_

Fascia/Pop-out/Wood Trim: \_\_\_\_\_

Front Door/Shutters: \_\_\_\_\_

Garage Door: \_\_\_\_\_

Wrought Iron/ Railing: \_\_\_\_\_

Stone Type /Color:\* \_\_\_\_\_

\*Identify the location of stone veneer - provide elevations or marked-up photos showing the placement of stone

## SOLAR PANEL INSTALLATIONS

Please acknowledge that the following information is required by checking each box. Attach all requested documentation with your application.

A solar installation plan (provided to the City/County for permitting).

Click this box to confirm that all associated electrical conduit, cables, and wiring will be painted to match the adjacent surface and bird-stop screening will be installed at the base of the roof top arrays.

## PROPERTY WALL IMPROVEMENTS (INCLUDING WALL EXTENSIONS, HEIGHT INCREASES)

Please acknowledge that the following information is required by checking each box. Attach all requested documentation with your application.

A site plan or hand-drawn sketch of your property that identifies the:

- Location of the proposed wall improvements
- Current and proposed height and length of the walls
- Color, size, and type of the added block wall materials

A completed and signed **Shared Wall Consent** form is REQUIRED. See Supplemental Forms.

## OTHER IMPROVEMENTS

Provide a detailed description below. Attach any additional information with your application.

### STEP 3 - IDENTIFY ANY EXISTING IMPROVEMENTS / INSTALLATIONS

**- Complete this section ONLY IF you are submitting for existing improvements -**

The Association understands that work is sometimes completed by a prior owner without approval or an existing owner may not realize the requirements prior to commencing work. In both cases, official approval is still necessary to ensure that Association records are up to date. If the records do not match the property condition, you or your future buyer may continue to receive notices. Therefore, submission for approval is required.

Please check here if you have existing improvements without Association approval.

Identify the type(s) of existing improvements below and attach color photos of the improvements with your application.

### STEP 4: ACKNOWLEDGEMENT OF DESIGN MANUAL REQUIREMENTS

**IMPORTANT: Please read and abide by each statement below:**

- I certify that I have read and understand that I must comply with the latest version of the [Homeowner Design Guidelines](#), and all requirements that apply to my proposed improvements.
- I have provided a copy of the Design Guidelines to my subcontractor(s) and/or vendor(s) and understand that they must also construct any and all improvements in accordance therewith.
- I understand that I will be responsible for any damages to common areas and/or property owned by the Association caused by or incurred by me, or by my vendors, during the course of these improvements.
- I understand that I will be the point of contact for any questions/comments concerning this submission and that the Association will not discuss this matter with any vendor without written consent from me.

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5 - SUBMIT THE REQUIRED DESIGN REVIEW FEE**

**REVIEW FEE SCHEDULE**

A design review fee is required with your completed application. No applications will be accepted without payment. Our **Standard architectural reviews** take up to **45-calendar days**.

Please select only one type of improvement category (either: Basic, Permitted or Combined).

**Multiple improvements may be included on one application.**

If you are submitting for existing improvements due to an Escrow inspection, please check this box to have the required design review fees waived.

**APPLICATIONS WITH BASIC IMPROVEMENTS ..... \$ 25.00**

Improvements to the exterior of a residence or residential lot including:

- Driveway extensions
- Exterior paint changes
- Landscape installations/renovations
- Security lights
- Play equipment
- Storage sheds
- Gates
- Solar panels

**APPLICATIONS WITH PERMITTED IMPROVEMENTS..... \$ 50.00**

Improvements to the exterior of a residence or residential lot that requires a building permit from the City of Las Vegas or Clark County and may include:

- Altered structures
- Detached or attached structures
- Room additions
- Balconies
- Accessory structures
- Wall improvements
- Pool/spas (above and below ground)

**APPLICATIONS WITH COMBINED BASIC and PERMITTED IMPROVEMENTS..... \$ 50.00**

**TOTAL FEES DUE .....\$**

**PAYMENT OPTONS:**

Review fees can be paid either by:

- **Check/Money Order** (made payable to: **Southern Highlands Community Association**)
- **Credit Card** - click the following link: [SHCA Credit Card Payment link](https://shcommunityassoc.securepayments.cardpointe.com/)

<https://shcommunityassoc.securepayments.cardpointe.com/>

ENTER FEE AMOUNT ONLY.

The 3% transaction fee will automatically be added to total.

Sorry, cash will not be accepted.

## STEP 6 - SUBMIT YOUR COMPLETED APPLICATION

There are 3 options to submit your application:

- Via the **HOMEOWNERWEB-PORTAL** and send your review fee separately:
  - 1) Log into your Online account at: <https://vms.olympiamgmtsvcs.com/>
  - 2) Click on "Account Login"
  - 3) Enter your "User ID" (this is your property account #)
  - 4) Enter your password.
  - 5) Access the "Forms" tab under the Resident window.
  - 6) Fill in the on-line submittal window.
  - 7) Click "Add Documents" to attach your completed application, attachments, and photos
  - 8) Click "Upload" to download your documents
  - 9) Click "Submit" to send your application and documents to our Design Review team.
- **EMAIL** your application and documents to: [designreview@olympiacompanies.com](mailto:designreview@olympiacompanies.com) and send your review separately.
- **PRINT and MAIL/DELIVER** your completed application, attachments, and review fee to:

Southern Highlands Community Association  
11411 Southern Highlands Parkway, Suite 100  
Las Vegas, NV 89141

### THANK YOU FOR COMPLETING YOUR APPLICATION!

We will contact you if additional information is needed to complete our review of your application. You will be notified if your application has been approved. **For a review status of your submitted application, please log into your account via the Web Portal.**

**\* If you are installing accessory structures, sport courts, play equipment, or making property wall improvements, please proceed to the following pages.**

### HAVE QUESTIONS OR NEED ASSISTANCE?

If you have any questions or need assistance completing your architectural application, please contact us.



(702) 361-6640



We are now offering live chat.

Please visit [www.olympiamanagementservices.com](http://www.olympiamanagementservices.com) to chat with a member of our team.



[designreview@olympiacompanies.com](mailto:designreview@olympiacompanies.com)

Please complete this form for accessory structures, play equipment or sport courts. This form can be submitted separately to our offices or via email at: designreview@olympiacompanies.com.

## NEIGHBOR AWARENESS

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of construction/improvements proposed:

### Adjacent Neighbor

I have been made aware of the proposed exterior improvements/construction.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

### Adjacent Neighbor

I have been made aware of the proposed exterior improvements/construction.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

### Facing Neighbor

I have been made aware of the proposed exterior improvements/construction.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

### Rear Neighbor

I have been made aware of the proposed exterior improvements/construction.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete this form for property wall improvements.  
This form can be submitted separately to our offices or via email at: [designreview@olympiacompanies.com](mailto:designreview@olympiacompanies.com).

**SHARED WALL CONSENT STATEMENT**

I, \_\_\_\_\_, have reviewed the attached plans to modify the shared property wall between my address at \_\_\_\_\_ and the property indicated on this application. I consent to allow the owner of record to make the indicated adjustments to the wall and I understand that my consent will in no way indemnify me from my responsibility to maintain and repair the wall if needed in the future. I also acknowledge that the alteration of the wall is ultimately the responsibility of adjoining landowner and not the Association, and should the alteration go unfinished for an extended period of time or be altered in a fashion not pre-approved by the Reviewer, the burden of bringing the wall into compliance will be shared by adjoining landowners.

Consenting Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applying Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, have reviewed the attached plans to modify the shared property wall between my address at \_\_\_\_\_ and the property indicated on this application. I consent to allow the owner of record to make the indicated adjustments to the wall and I understand that my consent will in no way indemnify me from my responsibility to maintain and repair the wall if needed in the future. I also acknowledge that the alteration of the wall is ultimately the responsibility of adjoining landowner and not the Association, and should the alteration go unfinished for an extended period of time or be altered in a fashion not pre-approved by the Reviewer, the burden of bringing the wall into compliance will be shared by adjoining landowners.

Consenting Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applying Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_