



Chestnut Hill at Providence Community Association
Architectural Submittal

Architectural Submittal Checklist

PLEASE NOTE: Incomplete submittals will cause a delay in the approval process.
Please read checklist carefully!

Below is a listing of items that are required to accompany the application prior to review by the Architectural Review Committee (ARC).

Each item 1 through 3, below, are *required*. Items 4 through 7 are required depending on the work to be done.

1. ARC Application (Exhibit A)
 - a. Complete homeowner information (name, address, telephone number, etc.)
 - b. Homeowner(s) signatures
 - c. Approximate start and completion dates
 - d. Project being submitted
2. Plans showing the work to be done (Exhibit B, which you provide)
Detailed drawings showing the height, length, width, color, and what the improvements will look like once completed.
3. Landscape Plans (also part of Exhibit B, which you provide)
These plans should show a diagram of your house and where the landscaping improvements will be. Indication of plant and tree types with location is required.
4. Signed Impacted Neighbor Statement (Exhibit C)
The Impacted Neighbor Statement is intended to make neighbors aware of any improvement that may impact their property. It is intended for advisory use only. "Impacted" refers to immediate surrounding areas affected by the construction. This statement also gives homeowners a reason to go outside, meet, and talk with their neighbors.
5. Patio Cover Checklist (Exhibit D)
6. Location of Pool Equipment form (Exhibit E)
This is a form signed by your neighbor closest to where the pool equipment will be installed.
7. Material samples
Examples of type of rock to be used, color chip of paint, pictures of gazebo, pool, patio cover, and/or spa should accompany plans for the same. Detailed drawing or picture must be submitted.
8. Notice of Completion of Home Improvements (Exhibit F)
This form is to be filled out and sent in upon completion of approved improvements.

Send completed application and plans by mail to:

Chestnut Hill at Providence
Architectural Review Committee
c/o Community Management and Sales
3095 E. Russell Road, Suite D
Las Vegas, NV 89120

You may e-mail complete plans to: info@cmslv.com

If you have any questions, you may call the Management Office at (702) 855-0455.

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Exhibit A ARC Application

Please complete this Exhibit A with B and C, as well as D and E, if they apply. Exhibit F when project completed.

(Please print)

Homeowner Name: _____

Property Address: _____

Contact Phone: _____ E-mail Address: _____

Proposed Start Date: _____ Estimated Completion Date: _____

Name of Contractor: _____ Contractor's License #: _____

PROJECTS BEING SUBMITTED: (Please check all appropriate spaces)

- | | |
|--|---|
| <input type="checkbox"/> Pool & Equipment | <input type="checkbox"/> Landscaping: ___ Front ___ Back ___ Side |
| <input type="checkbox"/> Spa & Equipment | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Satellite Dish/TV Antenna | <input type="checkbox"/> Patio Cover |
| <input type="checkbox"/> Fence(s) | <input type="checkbox"/> Sports Apparatus & Play Equipment |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Lawn Only | |
| <input type="checkbox"/> Drains (if altering existing grade) | <input type="checkbox"/> Other _____ |

PLEASE FILL IN DETAILS ON PLANS (Exhibit B):

- Are all existing (previously installed) improvements shown on plans? Yes No N/A
- Landscape additions require: Names of plants
Locations of plant material
Color and sample of rock material (if appropriate)
- Types of building materials used: _____
- Color scheme of improvement: _____

CHECKLIST:

- County and/or City building permits attached? Yes No N/A
- Impacted Neighbor Statement signed by all affected neighbors attached? Yes No N/A

NOTES:

Please initial the paragraph below:

____ Owners remain permanently responsible for the maintenance and upkeep of additions and modifications to their property and must be recorded with their deed.

____ Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer. The review is intended to consider aesthetic applicable aspects of drainage. Owner may also need to acquire approval from the County/City for permission to encroach within County/City easement.

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Exhibit A (continued)

Your property grade was designed by a state licensed civil engineer to direct water away from the structure and adjoining properties, towards the street gutter water collection system. Failure to maintain proper drainage may cause, but is not limited to: damage to non-moisture resistant improvements, heaving of foundation soils, uplift of perimeter footings, deformation of the framing, and damage to adjacent properties.

This approval is limited to a determination as to quality of materials, harmony of external design with existing structures, and as to location with respect to topography and finish grade elevations of the structure to be built on your property. You must comply with all provisions of the CC&R's recorded against your property especially as to any height restrictions or restriction as to number of stories. Your improvement must comply with all city and county building ordinances. The improvement may require a building permit that you would be responsible to obtain. It is not the duty or responsibility of the Architectural Review Committee to check compliance with any of the covenants, conditions and restrictions or building ordinances. If, for any reason, the plans do not conform to those CC&R's, building ordinances, or proper building practices and designs the responsibility is solely that of the owner and is subject to the approval and enforcement rights set forth in the CC&R's. In approving your submission, the Association neither assumes responsibility or liability for your compliance, nor waives its rights to hereafter enforce your compliance.

Please review entire set of Chestnut Hill Covenants Conditions and Restrictions (CC&R's) as well as the Providence Design Guidelines, to be in full compliance. These are available on the Chestnut Hill website at: www.ChestnutHillLV.com/documents

Homeowner must submit construction schedule to the Architectural Review Committee prior to commencement. Notification to the Architectural Review Committee must be given for inspection upon completion of this home improvement. If you have any questions, you may call the Management Office at (702) 855-0455.

You must return this signed form to the Architectural Review Committee.

By signing below, you acknowledge that:

- I. The drainage on your property at this date is designed installed and functioning properly.
- II. You indemnify the Association, Developer and all third parties from any damage resulting from your proposed improvement.
- III. Your proposed improvement may impair remaining developer warranties, if any.

Acknowledged and agreed:

Homeowner Name

Homeowner Signature

Date

Homeowner Name

Homeowner Signature

Date

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Exhibit B
Plans

Be sure to include the plans showing the work to be done including landscape plans.

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Exhibit C
Impacted Neighbor Statement

On _____, _____ submitted the attached plans
Date Homeowner Name(s)

for installation of _____
Improvement

These plans were made available to neighbors as required and noted below for their review.

They have been notified that these plans are being submitted to the Architectural Review Committee for approval.

NOTE: All signatures must be obtained prior to submitting plans for approval.

Failure to obtain appropriate signatures may result in delays in the approval process.

Facing Neighbor Name

Signature

Address

Date

Facing neighbor: N/A Property Vacant

I have reviewed and understand the plans mentioned above.

Right Side Neighbor Name

Signature

Address

Date

Right side neighbor: N/A Property Vacant

I have reviewed and understand the plans mentioned above.

Left Side Neighbor Name

Signature

Address

Date

Left side neighbor: N/A Property Vacant

I have reviewed and understand the plans mentioned above.

Rear Neighbor Name

Signature

Address

Date

Rear neighbor: N/A Property Vacant

I have reviewed and understand the plans mentioned above.

The "Facing neighbor" is the home most directly across the street in the front of your property; the "Rear neighbor" is the one most directly behind your property. Where multiple neighbors may be impacted, each neighbor must have the opportunity to review the plans; use the back of this form for additional signatures. Please include all information.

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Exhibit D
Patio Cover Checklist

The following information is needed for all patio cover submittals.

This information must be accompanied by plans, which show all the listed details, dimensions and what the completed cover will look like.

Homeowner Name: _____

1. Height _____ Slope _____

Width _____ Overhang _____

2. Setbacks must be clearly indicated on the site plan, and meet all code requirements to be approved by the Architectural Review Committee.

3. Roof Type: A or B (below)

A. Flat with spaced slats? Yes No

If yes, will roof have exposed rafter tails? Yes No

What is the spacing of the slats? _____

B. Must match existing roof type.

4. Wood type: _____ Post size: _____

5. Color:

A. Will structure be painted to match the color of the residence? Yes No

B. Is the natural color of the wood being used? Yes No

Note: All natural wood surfaces must be finished.

6. Stucco - Will patio cover be stuccoed? Yes No

If yes, stucco *must* match the stucco type and color that is on the residence.

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Exhibit E
LOCATION OF POOL EQUIPMENT

Please have your neighbor, closest to where the pool equipment will be located, fill this out to make sure they are aware of the pool equipment location.

I _____ have reviewed and understand the plans provided by my neighbor,
Closest Neighbor's Name closest to equipment

_____ for the construction of pool and/or spa.
Homeowner's Name

I am also aware that the pool equipment will be located near my home.

Neighbor Signature

Date

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Exhibit F
Notice of Completion of Home Improvements

Upon completion of improvements, please fill out this form and return to:

Chestnut Hill at Providence
Architectural Review Committee
c/o Community Management and Sales
3095 E. Russell Road, Suite D
Las Vegas, NV 89120

You may e-mail the completed form to: info@cmslv.com

If you have any questions, you may call the Management Office at (702) 855-0455.

(Please print)

Homeowner Name: _____

Property Address: _____

Contact Phone: _____ E-mail Address: _____

Improvements _____ Date of Completion _____

Signature of Homeowner _____

NOTE: Owners remain permanently responsible for the maintenance and upkeep of additions and modifications to their property and these must be recorded with their deed.

DO NOT WRITE BELOW THIS LINE – FOR STAFF USE ONLY

C = COMPLY

NC = NON-COMPLY

Pool & Equipment	_____	_____	Patio	_____	_____
Spa & Equipment	_____	_____	Patio Cover	_____	_____
Satellite Dish/TV Antenna	_____	_____	Sports Apparatus & Play Equipment	_____	_____
Fence(s)	_____	_____	Gazebo	_____	_____
Awnings	_____	_____	Painting	_____	_____
Gutters	_____	_____	Drains (if altering existing grade)	_____	_____
Lawn Only	_____	_____			
Landscaping:	_____	_____	Other _____	_____	_____

Staff Signature

Date

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EXHIBIT C
PROVIDENCE MASTER HOMEOWNERS ASSOCIATION
DESIGN REVIEW APPLICATION

OWNER _____ FEE _____

PROPERTY ADDRESS: _____ COMMUNITY _____

MAIL ADDRESS (If different) _____

DAYTIME PHONE _____ EMAIL _____

THIS APPLICATION IS FOR REVIEW AND APPROVAL OF THE FOLLOWING DESCRIBED IMPROVEMENTS. ANYTHING NOT LISTED HERE AND NOT CLEARLY SHOWN ON PLANS WILL NOT BE A PART OF THIS REVIEW. APPROVAL IS FOR ASSOCIATION PURPOSES ONLY AND DOES NOT CONSTITUTE APPROVAL AS TO COMPLIANCE WITH APPLICABLE STATE, COUNTY OR CITY LAW, BUILDING AND SAFETY REQUIREMENTS OR ZONING ORDINANCES.

NATURE OF PROJECT: (CHECK ALL THAT APPLY)

- Painting of exterior of Dwelling (trim, fencing, property walls, etc.) – not original color scheme
- Landscape changes and additions
- Landscape plans – New Installation
- Patio cover
- Wrought iron fencing and/or gates
- Concrete work/paving stones (walkways, patio surface, deck etc.)
- Property walls – new installation or changes to existing
- Solar Panels
- Pool, spa, water feature (\$35)
- Addition to existing Dwelling (room addition or patio enclosure) (\$35)
- Other _____

FOR OFFICE USE ONLY:
ACCT #: _____
TYPE: _____
NOTES: _____

**A COMPLETE COPY OF FINAL PLANS MUST BE ATTACHED, SHOWING:
(INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED)**

- ✓ Site Plan And Floor Plan If Applicable
- ✓ Exterior Elevations
- ✓ Roof Design (Solar Plans)
- ✓ Exterior Materials Specifications And Finishes/Colors
- ✓ Landscaping & Irrigation Plan
- ✓ Such Other Items Necessary To Reflect The Character And Dimensions Of The Improvements
- ✓ Defined Set-Back Measurements (distance from object to perimeter walls)

****THE LEGAL OWNER MUST ADDRESS ANY QUESTIONS REGARDING THIS APPLICATION. BY ENTERING YOUR NAME, YOU ELECTRONICALLY APPROVE THIS APPLICATION; APPROVAL MUST BE RECEIVED BY THE HOMEOWNER. SIGNATURE OR ELECTRONIC ACKNOWLEDGMENT CONFIRMS THAT IF ANY WORK HAS COMMENCED PRIOR TO RECEIVING WRITTEN APPROVAL FROM THE DRC, YOU WILL BE LIABLE FOR ALL COSTS NECESSARY TO BRING THE WORK UP TO THE CURRENT STANDARDS. THE HOMEOWNER UNDERSTANDS THE DRC MAY NEED TO ENTER THE PROPERTY TO INSPECT WORK IN PROGRESS AS WELL AS COMPLETED WORK.**

I have read and understand that my contractor and I must comply with the most current version of the Community Design Guidelines and must construct all improvements in accordance with those guidelines and other governing documents of the Association.

EMAIL: CHECK HERE to request ALL written communications regarding this Application to be delivered only to the email address above. (If unchecked, all written communication regarding this Application will be mailed to the mailing address on file. This email directive does not extend to other Association communications such as billings, etc.; this option applies ONLY to this DRC Application.)

Owner Acknowledgment _____ **Date:** _____



PROVIDENCE

Master Homeowners Association

Notice of Completion DRC APPROVAL

Homeowner Name: _____

Property Address: _____

Daytime Telephone Number: _____

Email address: _____

Improvement Description: _____

By signing or entering your name on this form the Homeowner certifies that the project has been installed as approved by the DRC.

Signature of Homeowner

Date

RETURN COMPLETED, SIGNED FORM TO:
Email: compliance@providencelvhoa.com
Fax: 702-240-3048
Office: 7181 N. Hualapai Way Suite 150

The Providence Master Homeowners Association may contact you to request an inspection of completed modification.

For Office Use Only

Inspection requested: Yes No

Date Inspected _____

Completion Verified: Yes No

Name of Inspector _____