



WESTMINSTER AT PROVIDENCE  
ARCHITECTURAL SUBMITTAL CHECKLIST

Below is a list of items that are required to accompany the application prior to review by the Architectural Control Committee.

Any application requesting the installation of a patio cover must include a legible copy of the approved permit(s) by the county or city. Submittal of the permit does not guarantee approval by the arc committee. All applications will be reviewed on an individual basis.

1. Application

- A) Complete homeowner information (address and telephone number).
- B) Homeowner signature.
- C) Approximate start and completion dates. Start date must be reflect review time of 45 days.
- D) Projects being submitted.

2. Signed Neighbor Awareness Statement

This statement is to be signed by the "front facing" neighbors--directly across the street; the "side" neighbors--to the right and to the left; and the "rear" neighbors-- those at the rear of the property--who would be affected by the construction.

3. Plans Showing the Work to be Done \*\*\*Must be reduced to a maximum 11x17\*\*\*

Detailed drawings showing the height, length, width, color, setback, drainage and what the improvement will look like when it is completed. All plants must be set back 3 ft and trees 5ft from any block wall and/or house. All plants must be set back 3 ft and trees 5ft from any block wall and/or house. Please reference the Providence Master Association approved plant and tree list. Planting of any materials closer than the 3' (three foot) setback requirement from the property block wall may result in water damage to the block wall and the homeowner will be held accountable for all water damage to the block wall from overwatering.

4. Landscape Plans \*\*\*Must be reduced to a maximum 11x17\*\*\*

These plans show a diagram of your house and where the landscaping improvements will be. Indication of plant and tree types and location are required. Indication of drainage and setbacks are required.

5. Material Samples

(Example: type of rock to be used, color chip of paint, pictures of gazebo, pools, patio cover and spa should accompany the plans for the same). A detailed drawing or picture must be submitted. Brochures or pictures of items are preferred.

6. Bond Requirements

The ARC Committee can require a Cash Bond. The ARC Committee will determine the designated bond or cash bond amount at the time of reviewing the submittal. If a bond is required it will need to be received by the Las Vegas Valley Community Management prior to commencing of any installation of or other work pertaining to landscaping or swimming pools or spa or other Improvements on any lot. The Bond is to be held in the name of the Association not Las Vegas Valley Community Management. The bond can be used to make repairs to any damage to any sidewalks, curb, street, party wall, Common Element, or other areas. If the Bond is insufficient to repair all such damage then the additional cost, and any related cost, shall be assessed against the Homeowner as a Special Assessment.

**THERE IS A 45-DAY APPROVAL PROCESS FROM THE SUB-ASSOCIATION. AT THE TIME THE SUB-ASSOCIATION APPROVAL, THE ARCHITECTURAL SUBMITTAL WILL BE SENT TO THE MASTER FOR APPROVAL. YOU MUST RECEIVE APPROVAL FROM PROVIDENCE MASTER ASSOCIATION PRIOR TO STARTING THE WORK.**

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

**WESTMINSTER AT PROVIDENCE ASSOCIATION  
HOME IMPROVEMENT APPLICATION**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

**Project being submitted:**

____ Landscaping	____ Walls	____ Patio Cover	____ Basketball Hoop
____ Side	____ Side	____ Painting	____ Air Conditioner
____ Front	____ Front	____ Playhouse	____ Fence(s)
____ Back	____ Rear	____ Awnings	____ Gazebo
____ Trees	____ Retaining	____ Deck	____ Gutter
____ Green House	____ Relocation	____ Pool & Equipment	____ Satellite Dish Location
____ Lawn Only	____ Extension	____ Spa & Equipment	
____ Drains (if altering existing grade)	____ Other _____		

Impacted neighbor statement attached? \_\_\_\_\_  
Authorization letter from neighbor (shared property line structure only)? \_\_\_\_\_  
Permit(s) attached (patio cover)? \_\_\_\_\_  
Are all existing improvements shown on plans? \_\_\_\_\_

**PLEASE FILL IN DETAILS IF NOT SHOWN ON PLANS:**

Type of plants: \_\_\_\_\_  
Type of materials used: \_\_\_\_\_  
Type of wood surfaces: \_\_\_\_\_  
Color scheme: \_\_\_\_\_

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

• I am responsible for any damage to WESTMINSTER AT PROVIDENCE Homeowner Association, (WESTMINSTER AT PROVIDENCE HOA), common area property or property not owned by WESTMINSTER AT PROVIDENCE HOA but the responsibility of WESTMINSTER AT PROVIDENCE HOA. • I am responsible for all permits, city, county, federal or other applicable requirements. • Approval by neighbors and adjoining property owners is NOT approval by the ARC. • Modification must be COMPLETE within a date specified on the approval. • I am subject to fines if the project is not completed within specified time or if work is started prior to approval. • Clean-up of any work will be done daily. • I will be responsible for the conduct of all persons, agents, contractors and employees who are connected with this work. • I agree to hold harmless WESTMINSTER AT PROVIDENCE HOA and the members of the Board of Directors of WESTMINSTER AT PROVIDENCE HOA of any claims arising from the modifications being made.

Homeowners Signature \_\_\_\_\_ Date \_\_\_\_\_

**For WESTMINSTER AT PROVIDENCE Architectural Committee Use Only**

[ ] Approved                      [ ] Denied                      [ ] Conditional Approval

Bonded Required: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**WESTMINSTER AT PROVIDENCE  
NEIGHBOR AWARENESS STATEMENT**

The attached plans for \_\_\_\_\_ were made available to all neighbors as required and noted below for their review. They have been notified that I am submitting these plans for Architectural and Landscape Control Committee approval.

- |  |                        |
|--|------------------------|
| 1. Front Facing Neighbor Acknowledgement | Telephone Number _____ |
| Signature _____                          | Address _____          |
| Date _____                               |                        |
| 2. Front Facing Neighbor Acknowledgement | Telephone Number _____ |
| Signature _____                          | Address _____          |
| Date _____                               |                        |
| 3. Side Neighbor Acknowledgement         | Telephone Number _____ |
| Signature _____                          | Address _____          |
| Date _____                               |                        |
| 4. Side Neighbor Acknowledgement         | Telephone Number _____ |
| Signature _____                          | Address _____          |
| Date _____                               |                        |
| 5. Rear Neighbor Acknowledgement         | Telephone Number _____ |
| Signature _____                          | Address _____          |
| Date _____                               |                        |
| 6. Rear Neighbor Acknowledgement         | Telephone Number _____ |
| Signature _____                          | Address _____          |
| Date _____                               |                        |

\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE

**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 \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>
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](mailto: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 \_\_\_\_\_