



## EXTERIOR HOME IMPROVEMENT (FRONT AND REAR YARD)

### **Application Directions and Checklist**

Completed applications must be submitted to the office no later than the 4th Wednesday of the month by noon to be considered by the Community Relations Committee. The application will be reviewed per the CC&R guidelines and a determination will be given within 30 days.

### **The application must include:**

1. A site plan showing an overview of property walls, fences, diagram of house, description of exterior improvements being done and setbacks (if applicable).
2. Photos of products being used in the improvements.
3. A \$10.00 submittal fee in the form of a Check made out to DSCA. Application fee may be paid by debit or with credit card however there is a 5% fee for card services.
4. **If you reside in Harbor Cove, Spinnaker Cove, Diamond Bay, La Jolla Classic, Ritz Cove, Desert Shores Racquet Club or Pelican Point you are required to obtain approval from your Sub-Association prior to submitting your application to Desert Shores. Please keep this in mind when planning your changes to your home. The approval letter is part of the application checklist.**

**FAILURE TO SUBMIT** the architectural application and plans prior to start of construction may subject the homeowner to a \$100 fine per the Desert Shores Covenant Enforcement Policy.

If you complete an application after the fact and the application does not meet the approved design guidelines, you may have to make corrections to your completed project at your expense.

**FAILURE TO COMPLY** with these design requirements and procedures will delay review of the application by the Community Relations Committee. You are not permitted to begin work until you receive written approval.

### **Exterior Improvement Design Requirements (see architectural guidelines)**

#### **Lighting**

Must be gas, electric or solar only and shall not exceed the total lumens based on the intended use of lights must not be an annoyance to the neighbors. See architectural guidelines for lumen range.

#### **Solar Screening**

If they are located on windows does not require CRC approval. Only the following colors are permitted:

Silver Gray	Bronze	Dark Bronze
Charcoal	Antique White	Gold

#### **Window Coverings**

Must match the house exterior color or trim color. They are not permitted on the front or rear door of the home

#### **Play Equipment**

All large play equipment, including but not limited to, swing sets, gymnastic and climbing structures, playhouses and trampolines require approval. All equipment must be installed with a setback from all property walls of five (5) feet or greater. It must be screened with non-deciduous vegetation if visible above the perimeter walls. Play equipment which cannot be seen above any surrounding fence does not require approval of the CRC.

# Architectural Application Checklist

**IMPORTANT:** Please be advised, if you submit an incomplete Architectural (ARC) application, it will not be reviewed by the Community Relations Committee (CRC). This may delay the Review and Approval Process for your ARC application. A Special Assessment may be imposed on you for any work that has commenced *before* approval is obtained by the CRC.

A complete ARC application *and* paid submittal fee is due by 3:00 p.m. on the Wednesday ***prior*** to the scheduled CRC meetings. The CRC meetings are held on the first Monday of every month excluding January and Holidays.

These dates can be viewed on the Clubhouse Calendar at [www.mydesertshores.com](http://www.mydesertshores.com)

**This is a general checklist and should be used as a reference.**

- Contact Information and Property Address is listed on the application.
- The Start Date and Complete Date are listed.
- Application contains the Homeowner Signature.
- The Neighbor Awareness Signatures have been obtained / I have attached a Dear Neighbor letter in lieu of an unobtainable neighbor signature.
- A complete schematic is attached displaying yard measurements (if applicable), existing structures/plants, location of new structures/plants and setbacks.
- Clear colored pictures of proposed structures, plants, pavers, stones, or any other proposed items are attached.
- Product description is attached (if applicable).

**If you live in a Gated Community, you will need to obtain approval from your Sub-Association first. Once you have obtained the Sub-Approval, you must obtain approval from the Master Association of Desert Shores before you may begin any project. You will need to complete the ARC application for Desert Shores as well as the application for your Sub-Association.**

The Architectural Policies and Guidelines and all ARC applications can be obtained from the online website at [www.mydesertshores.com](http://www.mydesertshores.com) or from the Desert Shores office.



SUBMITTAL# \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

DATE REVIEWED \_\_\_\_\_

**APPROVED      DENIED**

CRC SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ SUB-COMMUNITY \_\_\_\_\_

**PROJECT(S) BEING SUBMITTED:**

- Solar Panel
- Gate/Screening Change
- Patio Cover / Gazebo
- Lighting Change
- Pool / Spa
- Window Coverings
- Play Equipment
- Additions (room and balconies)
- Other (list details)

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

START DATE: **UPON COMMITTEE APPROVAL** COMPLETION DATE: \_\_\_\_\_  
**(HOW LONG WILL THE PROJECT TAKE)**

HOMEOWNERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: Approved plans are not to be considered authorization to change the drainage plan as installed by the developer and approved by the City of Las Vegas. The review is intended to consider aesthetic appearance ONLY. Owner may also need to acquire permits from the City of Las Vegas.**

**NEIGHBOR AWARENESS** (list the address and have them sign the application)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Name of Sub-Community: \_\_\_\_\_

Sub-Association Approval Received: Yes \_\_\_\_\_ N/A \_\_\_\_\_

Neighbor Advisory (Neighbor Signatures) Obtained: Yes \_\_\_\_\_ No \_\_\_\_\_

\* The Neighbor Signature must be obtained from the individual who is occupying the property regardless of if they are an Owner or Tenant.

\* If a signature cannot be obtained, you may write a Dear Neighbor letter indicating the changes you plan on making and the dates this will occur. Please provide a copy of this letter with the application. Please note, this is a courtesy you are providing your neighbors. This is NOT your neighbor's giving you approval or denial to make exterior changes to your property.

Start Date and Complete Date Listed: Yes \_\_\_\_\_ No \_\_\_\_\_

**Patio Cover:**

Patio Cove Material Being Used: \_\_\_\_\_

Color of Patio Cover: \_\_\_\_\_

Setback Requirements Met: Yes \_\_\_\_\_ No \_\_\_\_\_

Detailed Drawing of Patio Cover Placement: Yes \_\_\_\_\_ No \_\_\_\_\_

**Spa Installation:**

Photograph of Spa: Yes \_\_\_\_\_ No \_\_\_\_\_

Site Plan of Spa Placement: Yes \_\_\_\_\_ No \_\_\_\_\_

**Swimming Pool Installation:**

Site Plan Pool and Equipment Placement: Yes \_\_\_\_\_ No \_\_\_\_\_

Setback Requirements are met: Yes \_\_\_\_\_ No \_\_\_\_\_

**Please provide a Site Plan of the change and photographs/renderings of your proposed project.**

## DSCA PATIO COVER / GAZEBO CHECKLIST

This form must accompany all patio cover submittals along with site plans and elevations which show all the listed details, dimensions and what the completed cover will look like.

**1. Measurements:**

Height: \_\_\_\_\_ Slope: \_\_\_\_\_  
Length: \_\_\_\_\_ Width: \_\_\_\_\_  
Overhang: \_\_\_\_\_

**2. Setbacks:**

- From Posts to Rear Wall (min. 10ft.): \_\_\_\_\_
- From Posts to Right Side Wall (min. 5ft.): \_\_\_\_\_
- From Posts to Left Side Wall (min. 5 ft.): \_\_\_\_\_

**3. Roof Type:**

- Flat with parallel slats: Yes \_\_\_\_\_ No \_\_\_\_\_
  - If yes, will roof have exposed rafter tails? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Spacing between the slats: \_\_\_\_\_
  - Slat Sizes: \_\_\_\_\_
- Match -existing roof type? Yes \_\_\_\_\_ No \_\_\_\_\_
- Rolled Roof? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Give Description (i.e. fiberfelt weight, rolled roofing weight, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Rolled Roofing must be *white or red* and have a tile border or stucco border all the way around. Tile border must match the tile that is on the house. Rolled roofs cannot have exposed rafter tails.

- 4. Post Size** minimum 6"x 6" for inside properties and 8"x 8" for lakefront properties. Posts may be made up of a combination of 4x4s with 2x6s and 2x4s for the 6x6 requirement and two 4x4s and two 2x8s OR one 4x4 and two 2x4s and two 2x8s for the 8x8 requirement.

- Post Size: \_\_\_\_\_

**5. Color of Patio Cover:** \_\_\_\_\_

- If the patio cover is not painted to match the color of the house, will the natural color of the wood be used? Yes \_\_\_\_\_ No \_\_\_\_\_

\*All natural wood surfaces must be finished.

**6. Stucco:**

- Will Patio Cover be stuccoed? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, the stucco must match the stucco type and color of the house.

**Important Note: This is a SAMPLE ONLY. A Site Plan indicating your proposed changes for your property must be submitted with the application.**

