



# *Wilton Commons Homeowners' Association*

2764 N. Green Valley Pkwy #126  
Henderson, NV 89014  
hoa@wiltoncommons.com

## **Architectural Review Procedures \*\*\*\*\***

The attached Architectural Review package contains an Architectural Change Request Form, Neighbor Awareness Letter and Instructions.

Any and all exterior improvements to your property must be submitted to the Architectural Review Committee (ARC) for review and approval prior to commencement of work. After approval is received, all owners must then submit for approval to the Wilton Commons Homeowners' Association prior to the commencement of any work.

The following details the procedure for submitting improvements for review by the Architectural Review Committee:

1. Submit one (1) COMPLETED copy of the Architectural Change Request Form, Neighbor Awareness Letter and drawings/plans/samples, etc. to:

*Wilton Commons Homeowners' Association  
2764 N. Green Valley Pkwy #126  
Henderson, NV 89014  
Email: [hoa@wiltoncommons.com](mailto:hoa@wiltoncommons.com)*

Drawings MUST INCLUDE location and screening of equipment, site plan, setbacks, materials, colors and any information pertinent to the proposed improvement such as brochures, pictures, etc.

2. Upon review of your plans by the ARC Committee, you will receive written notice of their approval, rejection or conditional approval within sixty (60) days of submittal of a completed application.

**CONSTRUCTION/WORK MAY NOT BEGIN UNTIL WRITTEN APPROVAL OF THE PLANS IS RECEIVED FOLLOWING THE ARCHITECTURAL REVIEW.**

To avoid construction delays, please ensure forms and plans are complete prior to submittal.

**ANY INCOMPLETE SUBMITTALS WILL BE RETURNED**



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## Architectural Review Request Form

Application Date: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

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

I (we) hereby request approval for the following home improvement. Attached dare complete plans of the proposed improvement. NOTE: Plans should include adequate information to render a decision, including, but not limited to, site plan with set-back information, drawings utility information, drainage plan, as well as information regarding the type of materials to be used and exterior colors. **An impact neighbor statement MUST also be attached.**

### IMPROVMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

### Contractor Information (if applicable):

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

### YOU ARE RESPONSIBLE FOR ALL PERMITS AND ADHERENCE TO ALL MUNICIPALITY CODES AND SETBACKS

Management use only:

Date received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ **Approved:** YES / NO

Additional Information Requested: YES / NO Date of Additional Request: \_\_\_\_\_

Additional Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



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## Neighbor Awareness Form

Neighbor Awareness: The neighbor's approval is not necessarily a condition to your improvement/modification being approved by the ARC Committee. The intent is to advise your neighbors who own property within close proximity of your lot and may be affected by your proposed improvement(s) by requiring their signature below. Neighbor's signing below indicates their awareness of this application. **NO APPLICATION WILL BE CONSIDERED COMPLETE UNTIL THERE IS EVIDENCE THAT THE IMMEDIATE NEIGHBORS AND ANY NEIGHBOR WHO MAY BE AFFECTED HAVE BEEN MADE AWARE OF THIS APPLICATION.**

List Improvements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NEIGHBOR AWARENESS SIGNATURES (please print)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*\*\*\*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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