



IMPROVEMENT REQUEST FORM

Please use this form to request review and approval for Exterior Improvements to your home or property. 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 provided prior written approval. Include all required documentation. Incomplete submittals may result in automatic denial.

PROPERTY OWNER(S) NAME

PROPERTY ADDRESS

CITY

STATE

ZIP

MAILING ADDRESS (if different from above)

CITY

STATE

ZIP

PHONE NUMBER

EMAIL ADDRESS

SUBDIVISION NAME *(Separate approval from your sub-association is required, please contact them directly for requirements. Summerlin may require that you provide a copy of your sub-association approval letter with your submittal.)*

IDENTIFY BELOW THE TYPE OF IMPROVEMENTS YOU ARE REQUESTING APPROVAL FOR (Check applicable):

- ☐ **LANDSCAPE (FRONT, REAR, and SIDE YARD)** – Provide landscape plan or hand drawn sketch. Identify all new plant and tree types/size, ground cover materials, and landscape to remain. A recent photo of your house must be provided with front yard landscape submittals. For artificial turf installations, please include the manufacturer specifications (i.e. turf weights, pile height). A turf sample is NOT required.
- ☐ **POOL/SPAS** – Provide pool site plan to include construction access and equipment location
- ☐ **EXTERIOR PAINT** – Identify your paint scheme selection and color designations. Provide a recent photo of your house. *(Keep in mind that color scheme may only be selected from the designated color palette for your community. Scheme selection must differ from the color schemes of adjacent or properties directly across the street.)*
- ☐ **ACCESSORY STRUCTURE (CASITA, SHED)** – Provide site plan and elevation to include setback distance to property line walls, color, material and measurements
- ☐ **ROOM ADDITION** - Provide site plan and elevation to include setback distance to property line walls, color, material and measurements
- ☐ **PATIO COVERS** – Provide site plan with setback distance, color, material and measurements
- ☐ **SOLAR PANELS** – Provide aerial view/roof plan (identify all equipment location) and panel specifications
- ☐ **WALL MODIFICATION** – For shared property line/wall improvements, a completed and signed Shared Wall Consent Form is required.
- ☐ **OTHER:** _____

(SEE OTHER SIDE)

PLEASE SIGN AND DATE BELOW

I certify that I have read and understand that I must comply with the latest version of the Summerlin West Community Association Design Guidelines and all requirements that apply to my proposed exterior improvements. I understand that I will be responsible for any damages to common area(s) and/ property owned by the Association caused by or incurred by me, or by my vendors, during these improvements. I further understand that I will be the point of contact for any questions/comments concerning this submission and the Association will not discuss this matter with any vendor without written consent from me.

PROPERTY OWNER SIGNATURE

DATE

HOW TO SUBMIT YOUR IMPROVEMENT REQUEST

Your completed improvement request and submittal documentation can be mailed, emailed, or submitted to our office at:

MAIL / DELIVERED:

Summerlin West Association Management
c/o Design Review Committee
2115 Festival Plaza Drive, Suite 220
Las Vegas, NV 89135

PHONE: (702) 791-4600

EMAIL: DRC.West@howardhughes.com

Please contact us if you have any questions or need assistance with submitting your improvement request. Upon completion, the Association will send to the property owner a written response via US mail.