



SUMMERLIN WEST

COMMUNITY ASSOCIATION

Improvement Request

NAME	DATE OF APPLICATION	
PROPERTY ADDRESS	ZIP	
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE NUMBER	E-MAIL ADDRESS	
SUBDIVISION NAME	GATE CODE	

I WOULD LIKE TO REQUEST APPROVAL FOR THE FOLLOWING EXTERIOR CHANGES:

(TYPE OF IMPROVEMENT AS PER ATTACHED DRAWING)

HOMEOWNERS SIGNATURE	DATE
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NEIGHBOR ACKNOWLEDGEMENT: (Required only for property line and/or wall improvements and modifications) All impacted owners must sign.

NEIGHBOR'S SIGNATURE	ADDRESS	DATE
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NEIGHBOR'S SIGNATURE	ADDRESS	DATE
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NEIGHBOR'S SIGNATURE	ADDRESS	DATE
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MAIL TO:

Summerlin West Association Management

Design Review Committee

2115 Festival Plaza Drive, Suite 220

Las Vegas, NV 89135

TEL (702) 791-4600 FAX (702) 791-4660

Email: SummerlinAssociationManagement@howardhughes.com

EXHIBIT 1

Instructions for Submitting a Home Improvement Request

What needs to be submitted for approval?

ALL exterior alterations or improvements, whether visible from the street or not, in the front, side or rear yards.

Improvement Request Form

- a) An Improvement Request form has been provided in this package. It may be duplicated for use with future submittals.
- b) Complete the form with your name, address and subdivision, together with a daytime phone number.
- c) Explain the improvement you wish to make.
- d) Sign and date the form.
- e) If you are proposing a shared property improvement you must have your impacted neighbors sign and date the form. **All submittals pertaining to shared property improvements must have neighboring owner approval.**

Provide a Sketch/Plan

- a) Make a simple drawing of the improvement you wish to make. Sample Exhibits (which may be duplicated) have been provided in the **Summerlin West Community Association Design Guidelines and Standards**.
- b) Include a completed Exhibit 2a form for room additions, patio covers, balconies, etc. Provide a side and rear elevation drawing.
- c) Exhibit 3 is an example for landscape improvements.
 - 1) list type of sod (keep sod 3 feet minimum distance from property line walls).
 - 2) give color and size of decorative rock to be used.
 - 3) list plants and show where they will be placed.
 - 4) if you are placing plants around perimeter walls, indicate drip irrigation locations.
 - 5) pools: give dimensions of pool and distance of water from property line, location of pool equipment and method of screening from view, and the location of your construction access.
 - 6) indicate the elevation of any improvements that are above the grade of the residence, as well as any excessive grades or escarpments.
 - 7) Provide photograph(s), as related.

Submitting the Request

Your Improvement Request submittal may be hand delivered, mailed, faxed, or emailed to:

Design Review Committee
2115 Festival Plaza Drive, Suite 220
Las Vegas, NV 89135
Telephone: (702) 791-4600
Facsimile: (702) 791-4660

Email: summerlinassociationmanagement@howardhughes.com

Office hours are 9:00 a.m. to 5:00 p.m. Monday - Friday

The CC&R's provide the Association thirty (30) days in which to respond to your complete submittal request, however, the average time to process submittals is ten to fifteen business days. Upon completion, the Association will send a written response via United States Postal Service.