

IMPROVEMENT REQUEST FORM

Please use this form to request review and approval of exterior improvements to your home or property. Approval must be obtained before construction or installation begins. Include all required documentation. Incomplete submittals will not be reviewed and may be automatically denied.

PROPERTY OWNER(S) NAME

PROPERTY ADDRESS

CITY

STATE

ZIP

MAILING ADDRESS *(if different from above)*

CITY

STATE

ZIP

PHONE #

ALTERNATE PHONE #

EMAIL ADDRESS

SUBDIVISION NAME *(Summerlin may require that you provide a copy of your sub-association approval letter with your submittal.)*

Please identify and check all applicable improvements for which you are requesting approval. All forms referenced below, as well as helpful exhibits, templates, Design Guidelines, and other governing documents, are available on summerlink.com under the Association page. Refer to the reverse side of this form for submittal instructions and requirements.

- ☐ LANDSCAPING (FRONT, REAR, AND SIDE YARDS – IDENTIFY AREA)
 - ☐ POOLS/SPAS
 - ☐ EXTERIOR PAINT
 - ☐ ACCESSORY STRUCTURES (E.G., CASITAS AND SHEDS) AND ROOM ADDITIONS
 - ☐ PATIO COVERS & SHADE STRUCTURES
 - ☐ SOLAR PANELS
 - ☐ WALL MODIFICATIONS
 - ☐ OTHER – *Provide a description of the improvements and include drawings, specifications, photographs, etc.*
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Please sign and date below.

I certify 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

Please contact us if you have questions or need assistance submitting your improvement request. The CC&Rs allow the Association thirty (30) business days to respond to a complete improvement request submittal; however, the average review time may be shorter. Upon completion of the review, the Association will send the property owner a written response by U.S. mail.

SUMMERLIN WEST COMMUNITY ASSOCIATION
2115 Festival Plaza Dr, Suite 220 Las Vegas, NV 89135
Phone: (702) 791-4600
DRC.West@howardhughes.com

Submittal Instructions and Requirements

Which improvements require Summerlin West approval?

All exterior improvements or alterations to your home or property—including landscaping, exterior painting, wall improvements, room additions or expansions, casitas, patio covers, shade structures, pools and spas, exterior lighting, solar panel installations, and gates—require prior approval, regardless of whether they are visible from the street. Please refer to the Design Guidelines for additional information. Written Summerlin West approval is required before beginning any work, painting, construction, or installation.

What information do I need to submit?

You will need the following:

1. Improvement Request Form

Complete the [Improvement Request Form](#), including your name, property address, and contact information, and sign and date it. The owner of record for the property must sign the form. Review the form for additional instructions.

2. Submittal Documentation and Additional Forms

Your completed Improvement Request Form must include supporting documentation, such as plans or sketches, manufacturer specifications, and photos. Depending on the type of improvement, your submittal must include, at a minimum, the information listed below. If you live in a community managed by a sub-association, please also include a copy of the sub-association's approval.

- **Landscaping** – Provide a landscape plan or hand-drawn sketch. Your plan or sketch should identify the location, type, and size of all new plants and trees; any existing landscaping that will remain; the type, color, and size of new ground-cover materials (e.g., rock, turf, or pavers); and the dimensions and setbacks of new hardscape features (e.g., walkways, walls, or steps). For artificial turf, provide turf specifications including pile height and weight. A turf sample is not required. Front-yard landscaping improvements must include a recent color photo of your front yard and house. Refer to the Design Guidelines for examples, templates, and additional requirements.
- **Pools/Spas** – Provide a pool installation plan or site plan showing the location and dimensions of the pool or spa and its setbacks from property lines.
- **Room Additions, Casitas, Patio Covers, etc.** – Provide construction drawings that include a site plan showing setbacks from property lines, the structure's dimensions, elevations of the structure and/or residence, and material and color information. Refer to the Design Guidelines for additional information and templates.
- **Exterior Paint Changes** – Provide a recent color photo of your house. Your selected paint scheme and color designations must be identified on the forms. Keep in mind that a new paint scheme may be selected only from the designated color palette for your community. The selected scheme must differ from the color schemes of adjacent properties. Refer to the forms for additional information.
- **Shared Property Wall Improvements** – Provide a completed and signed [Shared Wall Consent Form](#). Improvements to shared property lines or walls, such as increases in height or extensions in length, require approval from all parties who share the property line or wall.
- **Solar Panels** – Provide installation plans, including an aerial view or roof plan of your house. Identify the locations of all exterior equipment and solar panels.
- **Other Improvements Not Listed** – Provide photos, plans, and specifications that describe the changes you wish to make. Please contact our office if you have questions about the required documentation.

Where can I find the Design Guidelines, exhibits, templates, and required forms?

The Design Guidelines, forms, and other helpful exhibits and templates can be found on summerlink.com under the West Association page.

How do I submit my Improvement Request and submittal documentation?

Please hand-deliver, mail, or email your complete submittal using the contact information below:

Summerlin West Community Association
c/o Design Review
2115 Festival Plaza Drive, Suite 220
Las Vegas, NV 89135
(702) 791-4600 | Phone
DRC.West@howardhughes.com