



# SKYE HILLS COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW APPLICATION

Please use this application to request architectural review and approval for **Exterior Improvements/Installations** to your home or property. Architectural approval from Skye Hills Community Association 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 given its prior written approval.**

This application must be completed and signed by the homeowner of record. Please refer to the Skye Hills Design Guidelines for all submittal requirements pertaining to the proposed improvements.

If you are submitting for improvements made prior to architectural approval, please complete this page and continue to page 3.

Please read all directions carefully and review your responses before submitting your application. Include all required documentation. Incomplete applications will delay review response.

If you live in a sub-association, please read and acknowledge the following statement:

I acknowledge that my property is in a sub-association, and I will submit a separate architectural review application to the sub-association in addition to this application for approval of my requested improvements.

### STEP 1 - PLEASE PROVIDE THE FOLLOWING INFORMATION:

Owner(s) of Record: \_\_\_\_\_

Property address: \_\_\_\_\_  
\_\_\_\_\_

Primary phone #: \_\_\_\_\_ Secondary phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address to mail the status of your application (if different from above):  
\_\_\_\_\_  
\_\_\_\_\_

IN-OFFICE USE ONLY

- Standard Review
- Expedited Review
- Deposits

Accepted by: \_\_\_\_\_ Check #s and Amounts: \_\_\_\_\_  
\_\_\_\_\_

## STEP 2 - IDENTIFY NEW CONSTRUCTION / IMPROVEMENTS AND UPLOAD DOCUMENTS

Please identify the types of new construction/improvements you wish to make. Check all applicable boxes to confirm your acknowledgment of the required information for the selected improvement.

Please be aware that additional information may be requested in order to complete our review of your application.

Attach photos and other documentation to your completed application. See all submittal options in **STEP 6** at the end of the Application form.

## LANDSCAPE INSTALLATIONS / CHANGES

Identify the applicable areas:  Front/Corner Yard  Rear Yard

Please acknowledge that the following information is required by checking the box. Attach all documentation when submitting.

A landscape plan, hand-drawn sketch, or marked-up photos of the changes containing:

- A list/legend of all new plant types/sizes and existing plant materials to remain.
  - Synthetic Turf specifications. Weight: \_\_\_\_\_ oz. & Pile Height: \_\_\_\_\_ in.
  - Distance measurements of trees and shrubs from all structures and property walls.
  - Types of hardscape, ground cover & wall materials. (Provide photo samples of materials)
  - Include photo of front of residence for all front/corner yard landscape improvements.

Please identify the use of any of the following construction equipment items:

Crane/Lifting equipment      Trash Dumpster      Portable Restrooms      Other:

## POOL / SPA INSTALLATIONS

Please acknowledge that the following information is required by checking each box. Attach all documentation when submitting.

A pool construction plan (plan that is provided to the City/County for permit) that identifies:

- Pool setbacks to structures, property walls and property lines.

Provide 3 photos of front of house from center line of street (Left, Center and Right).  
Include street, curb & walks.

## **ACCESSORY STRUCTURES (I.E. PATIO COVERS, GAZEBOS) & SPORT COURTS**

Please acknowledge that the following information is required by checking each box. Attach all requested documents when submitting.

Photos or renderings of the structure.

A site plan that identifies the:

- Distances the structure or sport court will be to your property lines and house.
  - Dimensions of the structure or sport court

## **EXTERIOR PAINT CHANGES**

Skye Hills Community Association has pre-selected exterior paint color schemes for homeowners to choose from.

Selections may be denied based on existing color schemes in close proximity to applicants residence.

***MIXING, SELECTING COLORS WITHIN OR OUTSIDE DESIGNATED COLOR SCHEMES WILL REQUIRE ARC APPROVAL.***

Identify your paint color name and product # for:

Stucco Body: \_\_\_\_\_

Stucco Trim & Columns: \_\_\_\_\_

Fascia & Rafters / Garage Door: \_\_\_\_\_

Entry Door / Shutters: \_\_\_\_\_

Wrought Iron: \_\_\_\_\_

## **SOLAR PANEL INSTALLATIONS**

Please acknowledge that the following information is required by checking each box. Attach all back up material to this application.

A solar installation plan (provided to the City/County for permitting).

Click this box to confirm that all associated electrical conduit, cables, and wiring will be painted to match the adjacent surface and bird-stop screening will be installed at the base of the roof top array.

## **PROPERTY WALL IMPROVEMENTS (INCLUDING WALL EXTENSIONS, HEIGHT INCREASES)**

Please acknowledge that the following information is required by checking each box. Attach all back up materials to this application.

A site plan or hand-drawn sketch of your property that identifies the:

- Location of the proposed wall improvements
- Current and proposed height and length of the walls
- Color, size, and type of the added block wall materials
- Structural Engineering evaluation letter (wall height increase)

A completed and signed **Shared Wall Consent** form.

## **OTHER IMPROVEMENTS (NOT LISTED ABOVE)**

Provide a detailed description below. Attach additional photos and documentation:

### **STEP 3 - IDENTIFY ANY EXISTING IMPROVEMENTS / INSTALLATIONS**

**- Complete this section ONLY if you are submitting for existing improvements -**

The Association understands that work is sometimes completed by a prior owner without approval or an existing owner may not realize the requirements prior to commencing work. In both cases, official approval is still necessary to ensure that Association records are up to date. If the records do not match the property condition, you or your future buyer may continue to receive notices. Therefore, submission for approval is required.

Please check here if you have existing improvements without Association approval.

Identify the type(s) of existing improvements below and provide color photos of the improvements with your application. Attach additional documents to the application.

### **STEP 4: ACKNOWLEDGEMENT OF DESIGN MANUAL REQUIREMENTS**

**IMPORTANT: Please read and check each box as confirmation the applicant will abide by each statement below:**

- I certify that I have read and understand that I must comply with the latest version of the Homeowner Design Criteria, and all requirements that apply to my proposed improvements.
- I have provided a copy of the Design Criteria to my subcontractor(s) and/or vendor(s) and understand that they must also construct any and all improvements in accordance therewith.
- I understand that I will be responsible for any damages to common areas and/or property owned by the Association caused by or incurred by me, or by my vendors, during the course of these improvements.
- I understand that I will be the point of contact for any questions/comments concerning this submission and that the Association will not discuss this matter with any vendor without written consent from me.

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 5 - SUBMIT THE REQUIRED DESIGN REVIEW FEE

### REVIEW FEE SCHEDULE

A design review fee is required with your completed application. No applications will be accepted without payment. Our **Standard architectural reviews** take up to **30-calendar days**.

Please select only one type of improvement category (either: Basic, Permitted or Combined review.

If you are submitting for existing improvements due to an Escrow inspection, please check this box to have the required design review fees waived.

**BASIC IMPROVEMENTS .....** **\$ 25.00**

Improvements to the exterior of a residence or residential lot including:

- Driveway extensions
- Exterior paint changes
- Landscape installations/renovations
- Security lights
- Play equipment
- Storage sheds
- Gates
- Solar panels

**PERMITTED IMPROVEMENTS.....** **\$ 50.00**

Improvements to the exterior of a residence or residential lot that requires a building permit from the City of Las Vegas or Clark County and may include:

- Altered structures
- Detached or attached structures
- Room additions
- Balconies
- Accessory structures
- Wall improvements
- Pool/spas (above and below ground)

**COMBINED BASIC and PERMITTED IMPROVEMENTS.....** **\$ 50.00**

**TOTAL FEES DUE .....** **\$**

### PAYMENT OPTIONS:

Review fees can be paid either by:

- **Check/Money Order** (made payable to: **Skye Hills Community Association**)
- **Debit/Credit card** - click on the following link: **SKYE HILLS CARD PAYMENTS**
  - <https://skyehillscsa.securepayments.cardpointe.com>

Sorry, cash will not be accepted.

## **STEP 6 - SUBMIT YOUR COMPLETED APPLICATION**

Options to submit your application:

- Submit via the Homeowner Web Portal and send your review fee separately.
  1. Log into your Online Account at: [www.olympiamanagementservices.com](http://www.olympiamanagementservices.com)
  2. Click *on the* "Account Login"
  3. Enter your "User" ID (your property account #)
  4. Enter your password.
  5. Access the "FORMS" tab under the Resident window.
  6. Fill in the on-line submittal window,
  7. Click "Add Documents" to Download the Application, Attachments & Photos
  8. Click "UPLOAD" to insure documents are attached.
  9. Click "Submit" and your Application and Attachments will be sent to Design Review for processing.

Or
- Email your application and attachments to: [designreview@olympiacompanies.com](mailto:designreview@olympiacompanies.com) and send review fee separately.  
Or
- Print and mail or hand deliver your completed application, attachments, and review fee to:

### **Skye Hills Community Association**

11411 Southern Highlands Parkway, Suite 100

Las Vegas, NV 89141

## **THANK YOU FOR COMPLETING YOUR APPLICATION!**

We will contact you if additional information is needed to complete our review of your application.  
You will be notified if your application has been approved.

## **HAVE QUESTIONS OR NEED ASSISTANCE?**

If you have any questions or need assistance completing your architectural application, please contact us.

**(702) 361-6640**



We are now offering live chat.

Please visit [www.olympiamanagementservices.com](http://www.olympiamanagementservices.com) to chat with a member of our team.



[designreview@olympiacompanies.com](mailto:designreview@olympiacompanies.com)

**Please complete this form ONLY for accessory structures  
and play equipment**

## **NEIGHBOR AWARENESS**

Property Owner: \_\_\_\_\_

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

Type of construction/improvements proposed:

### **Adjacent Neighbor**

I have been made aware of the proposed exterior improvements/construction.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

### **Adjacent Neighbor**

I have been made aware of the proposed exterior improvements/construction.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

### **Facing Neighbor**

I have been made aware of the proposed exterior improvements/construction.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

### **Rear Neighbor**

I have been made aware of the proposed exterior improvements/construction.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Please complete this form ONLY for property wall improvements

**SHARED WALL CONSENT STATEMENT**  
(FILL OUT ONE FORM FOR EACH NEIGHBOR IMPACTED)

**PROPERTY WALL HEIGHT REVISION**

APPLICANT SIDE HT. \_\_\_\_\_ FT.

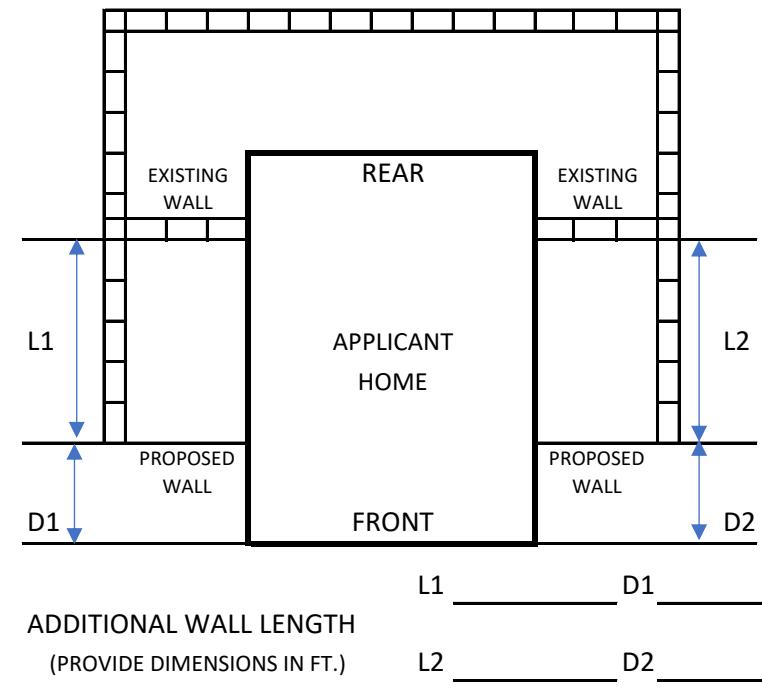
NEIGHBOR SIDE HT. \_\_\_\_\_ FT.

ADDED WALL HT. \_\_\_\_\_ FT

APPLICANT NEW HT. \_\_\_\_\_ FT

NEIGHBOR NEW HT. \_\_\_\_\_ FT

**PROPERTY WALL LENGTH REVISION**



I, the Consenting Neighbor, have reviewed the above diagram(s) and initiated the construction plan(s) attached to the application which proposes an alteration to the height and/or length of the shared property wall between my property and the Applicant's (Homeowner of Record) property indicated on the application. I give my consent to the Applicant to make the proposed alteration to the shared property wall. I understand that my consent will in no way indemnify myself from the responsibility of maintaining and repairing the wall if needed in the future. I also acknowledge that the proposed alteration to the shared property wall is ultimately the responsibility of the Applicant and me. Should the alteration go unfinished for an extended period of time or be altered in a fashion not pre-approved by the ARC, the burden of bringing the wall into compliance will be shared between the Applicant and me.

**CONSENTING NEIGHBOR:**

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

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

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

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

**APPLICANT:**

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

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

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

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