



DESIGN REVIEW BOARD APPLICATION

MODIFICATIONS & NEW CONSTRUCTION

Dear SouthShore RCA Homeowner:

Thank you for your interest in improving your property in SouthShore.

In order to complete your request, please note the following:

The Design Review Board (“DRB”) meet the 2nd and 4th Wednesday of the month to review applications for new construction and architectural and landscape modifications. **Applications are reviewed in a timely manner and quick turnaround time is something we strive for, but please be advised a decision can take up to forty-five (45) days.** Please consider this time frame when planning your project. Applications must be received one week (seven (7) calendar days) prior to the meeting to be considered. After the DRB decides on your application, you will be notified of their decision in writing either by mail or email.

No project may commence until a written DRB approval is obtained. Projects that begin PRIOR to obtaining approval will be fined and you may be forced to remove any improvements done without approval.

All exterior modification and/or additions to a completed residence (i.e., changing paint color, landscape alterations, flat work, additional structures, new construction etc.) require approval of the Design Review Board.

A non-refundable application/review fee plus a refundable deposit (please refer to the DRB Fee Schedule for the amount for your project) is to be submitted with the initial application prior to review by the committee. Expenses incurred by the DRB during the review process such as inspection and consulting fees relating to the project will be deducted from the refundable deposit. Upon completion of the project and a final inspection confirming the project was completely in accordance with the approved plans, the remainder of the deposit will be refunded to the homeowner. **Applications will not be presented to the DRB until the refundable deposit and non-refundable fee is received in full. Homeowners must also be in good standing with the Association prior to requesting approval for any improvements and remain that way in order to advance through the design review process and before any deposits will be refunded.**

Upon completion of the project, please submit the attached Notice of Completion for inspection and Request for Refund of fees/deposits. It is not acceptable to turn this form in prior to completion of the project. Failure to turn in the Notice of Completion within six (6) months from the date of completion will result in forfeit of any deposit refund due.

By submitting this Application, you understand and consent that the DRB in its discretion may submit your plans and specifications for comment to the DRB’s consulting Architect and Landscape Architect.

You further understand and consent to the payment of these Architect’s fees from your refundable deposit. If you have any questions in the meantime, please do not hesitate to contact the office.

Sincerely,

Design Review Board

SouthShore Residential Community Association

Enclosed within this packet: DRB Application, Fee Schedule, Dumpster Request Form, Notice of Completion



DESIGN REVIEW BOARD APPLICATION
(Page 1 of 3)

Date Submitted: _____ Date Reviewed: _____
Homeowner's Name: _____
Phone: _____ Email: _____
Property Address: _____ Parcel / Lot Number: _____
Mailing Address: _____

Nature of request

- checkbox New Construction
checkbox Landscape Modification
checkbox Alteration / Addition to Existing Home
checkbox Concrete Additions or Alterations
checkbox Fences / Walls / Gate Courtyards
checkbox Patio Covers / Gazebos / Arbors / Awnings
checkbox Pools / Spas / Fountains / Other Water Features
checkbox BBQ / Fireplace / Firepit
checkbox Paint of House / Trim Accessories / Walls / Fences / Gates
checkbox Roof Repair / Replacement
checkbox Other (Please specify below)

Location of Project

- checkbox Front checkbox Rear checkbox Adjoining Golf Course? checkbox Yes checkbox No
Does project involve changes in the view area? checkbox Yes checkbox No
Does the Association maintain any landscaping? checkbox Yes checkbox No
Is this project in an easement area? checkbox Yes checkbox No
Is a dumpster needed for this project? checkbox Yes checkbox No

This project is anticipated to be completed within _____ days after receiving DRB approval.

Scope of Work: (Provide a brief description of the proposed work)



DESIGN REVIEW BOARD APPLICATION

(Page 2 of 3)

PLEASE READ AND INITIAL ALL APPLICABLE ITEMS BELOW:

I have read the Association's Design Guidelines dated February 24, 2021 before submitting this project to ensure that what I am requesting is acceptable in SouthShore and my contractor is also aware of these guidelines. Initial _____

I have enclosed the appropriate amount of copies of the proposed plans according to the Design Guidelines. Initial _____

I acknowledge that, if the proposed construction or modifications are approved, I will be responsible for completing the work within the time period specified and complying with the scope of work, dimensions, and details indicated on the plans. Initial _____

I acknowledge that NO work may commence prior to the approval of the DRB, and I will be liable for all costs necessary to bring any nonconforming work into compliance with the design guidelines. Initial _____

I acknowledge that a licensed and insured contractor will be used on this project. All necessary building or other permits from the applicable governmental agencies will be obtained. Initial _____

I understand that it is my responsibility to be sure Building Permits are secured when required. Initial _____

I have enclosed the deposit required for submission of this project in accordance with the deposit and fee schedule. Initial _____

I understand that approval by the DRB does not imply that all city codes, load calculations, setbacks or engineering specifications have been met. Initial _____

If my project affects the view cone of my neighbors on any side, I understand that I may be required to obtain their written consent before final approval is given. Initial _____

Once approval is received, I will provide my contractor(s) with the "Rules for Contractors" provided with this application. For construction jobs, I will also provide my contractors with the "Pre-Construction Packet" and have them complete all applicable forms. Initial _____

I am in "good standing" with the Association. (i.e. current on assessments, violation fines, and all violations not cured by this project are remedied). Initial _____

I understand that the attached Dumpster and Concrete Pour Request Form must be completed and approved by SSRCA Management before any dumpster will be allowed in the Community and that said dumpster will be placed and kept in accordance with the rules outlined on the Dumpster and Concrete Pour Request Form. Initial _____

I have enclosed 12"x12" minimum samples of colors and materials used on this project. Where possible a minimum of two samples should be submitted and labeled properly to describe where they will be used. (Samples will not be returned) Initial _____



DESIGN REVIEW BOARD APPLICATION

(Page 3 of 3)

In support of this application, the following required items must be submitted: Two copies of a drawn plan and any other information requested by the Design Review Board. The plans will show where applicable; site plan, floor plan, exterior elevations, roof design, exterior materials and finishes, landscaping plan, and such other items as may be needed to reflect the character and dimensions of the improvements. If application is incomplete, the reviewer will notify the applicant as to the needed documents and the application will not be further considered until receipt of these materials.

This application requires the signature of the homeowner. The undersigned acknowledges that if any work has commenced prior to the approval of the Design Review Board that does not conform to the CC&R's or Design Guidelines, the homeowner(s) will be liable for all costs necessary to bring the work up to the current standards. The homeowner(s) understand that the Design Review Board will enter the property for inspection as necessary for Final Approval of work identified on this application and its satisfactory completion.

This approval does not relieve the Homeowner(s) from all CC&Rs and Design Guideline requirements nor does it constitute approval as to compliance with applicable Nevada Law or City of Henderson Building and Safety requirements or zoning ordinances. Applicant has sole responsibility for submitting accurate and complete specifications and for determining that he / she has the right to make the proposed improvements under all applicable laws. Approved application is good for 90 days. If approved and work is not started within 90 days, this request must be resubmitted.

Submitted by: _____ Submitted by: _____
Homeowner Signature (required) Contractor Signature



Action Taken by Design Review Board / Management (To be completed by DRB and / or Management)

- Approved or Plans Approved as Noted (notations may be made on application or on plans)
- Plans Returned for Additional Information
- Plans Disapproved

Property Address: _____

Signature of DRB Member: _____ Date: _____

Signature of DRB Member or Management: _____ Date: _____

DRB Member Comments:



DESIGN REVIEW BOARD FEE SCHEDULE

Please remit two (2) checks payable to **SouthShore RCA**: one for the non-refundable fee and one for the deposit

| <i>Submittal Type</i> | <i>Description</i> | <i>Non-Refundable Fee</i> | <i>Refundable Deposit</i> |
|------------------------------|---|----------------------------------|----------------------------------|
| Type I | LLV Mailbox Addition | \$0 | \$0 |
| Type I | Window Tinting | \$0 | \$0 |
| Type I | Satellite Dish Install | \$0 | \$0 |
| Type I | Statuaries, Pots, Decorative Elements | \$0 | \$0 |
| Type II | Lighting Fixture Revision | \$25 | \$250 |
| Type II | Landscape Replacement (per Original Design) | \$25 | \$250 |
| Type II | Exterior Painting-Same Color | \$125 | \$1,000 |
| Type II | Awnings | \$125 | \$1,500 |
| Type II | Exterior Door Change/Addition | \$125 | \$1,500 |
| Type II | Window Coverings/Shutters | \$125 | \$1,500 |
| Type II | Artificial Turf Install | \$125 | \$1,500 |
| Type II | Window Modification/Relocation | \$125 | \$1,500 |
| Type II | Solar Panel Install | \$125 | \$1,500 |
| Type II | Landscape/Lighting Addition | \$125 | \$1,500 |
| Type II | Permanent Statuaries | \$225 | \$1,500 |
| Type II | Permanent Water Features | \$225 | \$2,000 |
| Type III | Exterior Painting – Change of Color | \$225 | \$2,000 |
| Type III | Hardscape Additions/Changes | \$225 | \$2,500 |
| Type III | Cultured Stone Addition | \$225 | \$3,000 |
| Type III | Pillars/Columns/Pony Walls | \$225 | \$3,000 |
| Type III | Fire Pits, Outdoor Fireplaces, Built in BBQ | \$225 | \$3,000 |
| Type III | Roof Replacement | \$225 | \$5,000 |
| Type III * | Landscape Renovation | \$325 | \$5,000 |
| Type III | Fence/Wall Additions | \$325 | \$5,000 |
| Type III | Gazebo/Patio Cover/Trellis | \$525 | \$5,000 |
| Type IV | Pool/Spa Additions/Renovations | \$525 | \$5,000 |
| Type V * | Architectural Additions | \$1,525 | \$10,000 |
| Type VI * | New Home Construction | \$1,525 | \$10,000 |
| Type VII | New Home Plan Revision | \$150 per revision | On file |

For types V - VII please submit an electronic copy of the plans in addition to the hard copy.

Section 8.2.3 of the SouthShore CC&Rs requires “any improvement which in any way alters the exterior appearance of any SouthShore Residential Area” requires approval from the SouthShore Development Review Board.

* These projects are subject to consultants’ fees. Other projects may require consultant review/per DRB recommendation.

The above fees and deposits are estimates only and are subject to change, per field conditions and costs incurred. All refundable deposits are projected and additional deposits may be required depending upon the complexity, specifications of the project, or the need to engage architectural or landscape consultants. Further, the above list is provided only as a basis for comparison, and may not accurately reflect the fees associated with your specific project. Please contact the SouthShore Residential Community Association at (702) 248-7742 for an explanation of the fees and deposits for your upcoming project.

Fee Schedule Revised 6/3/2020



DESIGN REVIEW DESCRIPTION OF FEES

The Development Review Board (the "DRB") Process is the decisive juncture to ensure that the standards established within the Design Guidelines and Development Standards are adhered to, and the overall design integrity of the community is maintained. It is the desire of the DRB to institute a positive approach and establish an amicable relationship with the Owner throughout the Review Process. The term "Owner" shall be applicable to the homeowner or a representative thereof, typically the builder.

Application Fees

All proposed residential construction and renovations require submission of a completed Application for Residential Construction along with the applicable Review Fee(s) outlined in the fee schedule:

Non-refundable Fees

Type I: \$0

Type I Submittals are relatively simple modifications and alterations, or are purchases of items that will be installed on or around the residence. In several instances the Development Review Board has delegated the power to approve these items to the Development Review Board Coordinator since they can be initiated or constructed with a minimum of potential disruption to the community at large. Examples of Type I submittals are detailed below (SEE FIGURE 1A), however submittals will be evaluated based upon their level of complexity and their overall impact on the community as determined by the DRB Coordinator.

Type II: \$25 – \$225

Type II Submittals are more complex improvements that require plans and the coordination of materials and contractors and, therefore, are subject to the review of the DRB in order to ensure compliance with the Design Guidelines. Examples of Type II submittals are detailed in the fee schedule, however submittals will be evaluated based upon their level of complexity and their overall impact on the community as determined by the DRB Coordinator.

Type III: \$225 – \$525

Type III Submittals are more substantial improvements that require detailed plans and the coordination of materials and contractors and, therefore, are subject to the review of the DRB and or their licensed consultants in order to ensure compliance with the Design Guidelines. Examples of Type III submittals are detailed in the fee schedule, however submittals will be evaluated based upon their level of complexity and their overall impact on the community as determined by the DRB Coordinator.

Type IV: \$525

Type IV Submittals are more substantial permanent improvements that require detailed plans and the coordination of materials and contractors and, therefore, are subject to the review of the DRB and/ or their licensed consultants in order to ensure compliance with the Design Guidelines. Examples of Type IV submittals are detailed in the fee schedule, however submittals will be evaluated based upon their level of complexity and their overall impact on the community as determined by the DRB Coordinator.

Type V: \$1525

Type V Submittals are full scale architectural changes or minor additions (under 500 sq. ft.) that require detailed plans and the coordination of materials and contractors and, therefore, are subject to the review of the DRB and their licensed consultants in order to ensure compliance with the Design Guidelines. Examples of Type V submittals are detailed in the fee schedule, however submittals will be evaluated based upon their level of complexity and their overall impact on the community as determined by the DRB Coordinator.



Type VI: \$1525

Type VI Submittals are improvements, renovations or additions that require fully scaled and detailed plans and specifications along with the coordination of materials and contractors and, therefore, are subject to the review of the DRB and their licensed consultants in order to ensure compliance with the Design Guidelines. Examples of Type VI submittals are detailed in the fee schedule, however submittals will be evaluated based upon their level of complexity and their overall impact on the community as determined by the DRB Coordinator.

Type VII: \$150 per revision

Type VII Submittals relate exclusively to new home construction revisions on a non-developed lot within the SouthShore Residential Community. Fully scaled and detailed plans and specifications along with the coordination of materials and contractors are required and must be reviewed by the DRB and their licensed consultants in order to determine compliance with the Design Guidelines. Fees incurred by the SSRCA staff and design professional to review the plans will be subject to each revision.

Refundable Fees

All proposed improvements require the submission of a completed Application for Design. Additionally, a one-time Landscape/ Construction Deposit shall be allocated to each Owner. This deposit shall be returned upon the approved completion of all construction as determined by the DRB or SouthShore Board of Directors. The DRB reserves the right to withhold a portion or the entirety of the Deposit for any of the following reasons:

- To cover the cost of consultants and architects;
- The reparation of damaged roadways or common areas caused by the Owner or representatives thereof;
- The restoration or replacement of existing vegetation, grades or other natural features that have not been specifically approved for removal or alteration by the DRB during the Review Process;
- The cleaning of atypical amounts of dirt, debris or building materials left by the Owner or representative thereof;
- The completion of landscape improvements which are deficient of the Minimum Planting Requirements and vary from the design submission granted with a Final Approval;
- Incomplete installations three (3) months after the completion of residential construction. In the case any of these circumstances apply, the DRB shall notify the Owner of any such deficiency. The Owner must remedy such deficiency at the Owner's expense and within the granted timeframe as granted by the DRB. If this timeframe expires and the matter has not been resolved, the DRB shall make a deduction(s) against the Construction Deposit to rectify the issue.



DUMPSTER REQUEST FORM

Name: _____

Property Address: _____

Requested Dates: _____

1. Security needs to receive a copy of this approved form.
2. Safety cones must be placed at each end of the dumpster.
3. Dumpster cannot be overflowing.
4. Dumpsters cannot remain longer than **14** days.
 - a. Any extension must be approved by the General Manager.
5. If the container has street legal wheels and hitch, it is not an approved dumpster and must be removed daily.
6. Dumpster must be covered when windy.
7. Repair of damage to Association property caused by a dumpster (Including delivery or removal) is the responsibility of the homeowner.
8. If placing the dumpster on asphalt, wood or padding should be placed under the feet or wheels

Is this dumpster being used for exterior modifications to your home?

No Yes If yes, how long will it be in use? _____

Have you submitted an DRB application? No Yes If so, when? _____

Date request received on: _____

Reviewed by: _____

Approved

Denied

Comments: _____



**NOTICE OF COMPLETION
(Inspection and Request for Refund)**

This form is to be completed and turned in to management once the project you received approval on is **COMPLETED**. Failure to submit this form, notifying the DRB that you have finished the project, will result in forfeit of any deposit funds owed if not returned within 6 months from the date of completion. It is not acceptable to turn this form in prior to the work being completed.

Notice of Completion is hereby given for: (Address) _____

IMPROVEMENT, INSTALLATION OR CONSTRUCTION WAS COMPLETED on: _____ (date),
in accordance with the Committee's written approval of the above Owner's plans and submittal package.

IMPROVEMENT, INSTALLATIONS OR CONSTRUCTION HAS NOT BEEN COMPLETED, because:

Please review:

- NEW CONSTRUCTION (may be subject to architect inspection)
- FRONT YARD LANDSCAPING
- REAR YARD LANDSCAPING
- POOL
- PATIO COVER
- OTHER: (specify below)

NAME OF OWNER (PLEASE PRINT): _____

SIGNATURE OF OWNER: _____ DATE: _____

MAILING ADDRESS OF OWNER: _____

