



# Inspirada Community Association Design Review Application

2000 Via Firenze, Henderson, NV 89044 | P: 702-260-7939 Ext 2 | F: 702-263-8941

[www.InspiradaCA.org](http://www.InspiradaCA.org)

## Homeowner Information

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

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Please circle the type of project you would like to submit to the Design Review Committee from the list of options below. **Circle ALL that apply.**

### TYPE 1

Antennas | Basketball goals  
Flagpole/Holder  
Landscape Lighting  
Minor Landscape Modifications –  
(Up to 10 plant replacements with material  
not on approved/prohibited lists)  
Paint Colors – Repainting with existing  
approved scheme  
Patio Heater  
Pet Door  
Pet Fencing/Rabbit Fencing  
Planters and Pots  
Step Painting | Trellis  
Rolling Security Shutters  
Screen Doors (from approved list)  
Security Doors (from approved list)

### TYPE 2

Awnings  
Concrete Coating | Fountains  
Gates | Gutters and downspouts  
Lighting | Play Equipment  
Privacy Panel Railings | Retractable Screens  
Skylights | Solar Equipment | Solar Screens  
Shutters | Window Tinting (side and rear  
windows only)  
Screen Doors | Security Doors  
Security Cameras and Equipment

### TYPE 3

Initial Rear Yard Landscape  
Artificial Turf  
Doors – garage, replacement, patio | Windows  
Hardscape (concrete, pavers, tile, etc.)  
Landscape Easement  
Landscape Modifications  
Masonry (other than approved styles/colors)  
Mechanical Equipment – ground or roof mounted  
Outdoor Fireplaces  
Patio Covers  
Paint Colors (custom - other than approved)  
Ramadas | Gazebos/Palapas  
Sheds/Storage | Spa (above ground)

### TYPE 4

Fencing  
Home Addition  
Patio Enclosure | Porches | Roofs | Walls  
Pool (In ground)  
Spa (In ground)  
Sport/Game courts | Water Features (built in plumbing)

### MISCELLANEOUS/OTHER

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Homeowner improvements have been classified into four (4) different types of projects based on the level of complexity. If a particular improvement is not specified, please fill in the miscellaneous/other section on page 1 and staff will classify it. For additional information on type classification and a specific requirements list for each type of application submittal please refer to the Design Review Worksheet, located on the last page of this application or the Design Review Guidelines. You can request these documents from staff or view them on the association website at [www.InspiradaCA.org](http://www.InspiradaCA.org)

## COSTS BY PROJECT TYPE: FEE AND DEPOSIT

<b>TYPE 1</b>	<b>TYPE 2</b>	<b>TYPE 3</b>	<b>TYPE 4</b>
No Fee to Submit, No Deposit	\$10 Fee to Submit, No Deposit	\$25 Fee to Submit, No Deposit	\$75 Fee to Submit and \$1000 Deposit

Design Review fee and deposit are required at the time of submittal. Acceptable forms of payment are CHECK or MONEY ORDER (two separate checks required for Type 4) made payable to Inspirada Community Association.

If the application includes proposed work in more than one category/type, only the highest fee and deposit will apply. Substantial changes to proposed work may require payment of an additional fee.

### Deposit Refund

When your project has been completed, please submit a **Project Completion Form** along with photos of the finished work to the Design Review Coordinator at [DRC@inspiradaca.org](mailto:DRC@inspiradaca.org).

If you have submitted a Type 4 project, you will need to schedule an inspection or complete a virtual inspection with the Design Review Coordinator when the project is finished in order to get your deposit refunded. Please allow 30 days for your refund check to be processed.

## COMPLETE APPLICATION REQUIREMENTS:

Please note all of the application requirements below. In order for your application to be reviewed by the Design Review Committee (DRC), you must submit a complete application with **ALL** of the requirements included.

- Design Review fee and deposit are required at the time of submittal. Acceptable forms of payment are CHECK or MONEY ORDER (two separate checks are required for the Type 4 payments).
- Renderings of the project such as plans or drawings are required. (Can be hand drawn)
- Pictures of sample materials are also required (if applicable). For more details please see the Design Review Worksheet on the last page of this application.
- Homeowner signature on pages 3, 4, and 5 of application.

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Has work on this project already commenced?

YES  NO  IN PROGRESS

Will this project impact the property line or property wall?

YES  NO  UNSURE

**Need to Contact the  
Design Review Coordinator?**

Inspirada Community Association  
702-260-7939, Option 2  
DRC@inspiradaca.org

The applicant is solely responsible for ensuring that all required information is submitted for the DRC's review. Incomplete applications will result in delays. Please allow up to thirty **(30) days for review** and response once a complete application has been submitted.

Please note that the final approved design is binding. No changes may be undertaken without the written approval of the DRC. The Association, its Agents, and the DRC assume no liability to any Owner or any other party, for any damage or loss suffered on account of the approval or disapproval (including any delays in connection therewith) of any plans, drawings or specifications submitted to DRC or the construction or performance of any work contemplated there under.

\_\_\_\_ (initial) I acknowledge that this application is for review and approval of the above-described improvements only. Anything that is not listed in this application and/or not clearly identified and described on the submitted plans will not be part of this review.

\_\_\_\_ (initial) I have read and understand that my contractor and I must comply with the most current version of the Community's Design Review Guidelines and must contract all improvements in accordance with those Guidelines and other Governing Documents of the Association.

\_\_\_\_ (initial) Homeowner acknowledges that if any work has commenced prior to receiving written approval from the Design Review Committee (DRC), you will be liable for all costs necessary to bring the work up to the current standards.

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

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

**THIS BOX IS FOR INTERNAL USE ONLY:** COMPLETE YES  NO

Date: \_\_\_\_\_ Fee \$: \_\_\_\_\_

Account #: \_\_\_\_\_ Deposit \$: \_\_\_\_\_

Check/ Money Order # \_\_\_\_\_ / \_\_\_\_\_

# CONSTRUCTION MATERIAL STAGING AGREEMENT

The Construction Rules and Regulations require that site spoils and construction materials be kept on the homeowner's lot until used or removed. Exceptions to this requirement may be granted based upon circumstance and with appropriate plans that mitigate hazard or nuisance for adjacent property owners.

I am **NOT** requesting an exception and all materials will stay on my lot: \_\_\_\_\_ (initials)

I am requesting an exception to the Construction Rules and Regulations for the staging of the following materials:

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I agree that:

Debris (including rock and dirt) will be loaded directly into a dumpster or truck and removed immediately. \_\_\_\_\_ (initials)

Any materials placed on the Association streets will be placed on tarps or plywood that is large and sturdy enough to completely contain the materials placed on it and protect the asphalt below. \_\_\_\_\_ (initials)

All materials placed on the street will be marked at all times with orange cones or other reflective safety devices. \_\_\_\_\_ (initials)

Materials/equipment will never be positioned in a way that blocks the driveway or mailbox of an adjacent homeowner, fire hydrant, sidewalk or curb cut or impede the flow of traffic along the street. \_\_\_\_\_ (initials)

Failure to comply with any of these requirements may result in sanctions against the homeowner or loss of the refundable construction deposit.

Homeowner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONTRACTOR RULES AND REGULATIONS

The intent of the Contractor Rules and Regulations is to preserve and maintain, to the extent possible, the quiet enjoyment of those affected by the area under construction while providing reasonable access and controls for the homeowner's construction activity. The Founder and its Builders are exempt from these provisions. The homeowner is responsible for the actions of his/her contractors and may be subject to sanctions for violation of these rules and regulations. If a deposit was required, the cost of any damage or other action which results in an expense for the Association may be deducted from the deposit.

**Licensing** – Each contractor must possess all licenses necessary to do business in the State of Nevada, including but not limited to a Nevada contractors and/or business license.

**Work Hours** – All Owner-contracted work, including site access, shall be limited to the Monday – Saturday 6:00 am to 6:00 pm hours.

**Holidays** – No Owner-contracted work that is conducted outdoors and/or generates noise that can be heard beyond the confines of the Owner's property will be permitted on Sundays or the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day.

**Equipment, Supplies and Clean-up** – All material, supplies and equipment must be properly stored from the job each day after work and the area left neat and clean. Materials may not be stored on the street, sidewalk, common area or adjacent lots without the prior written approval of the Association. Any materials authorized for temporary "offsite" storage must have a tarp or plywood underneath and be marked by safety cones with reflective tape. Streets, gutters and adjacent properties must be kept clean and free of dirt, trash, debris, or other material related to or caused by the work, and street spills must be promptly cleaned as permitted by law.

**Contractor Conduct** – Profanity, loud music, or offensive behavior will not be tolerated. No alcoholic beverages, drugs or firearms are permitted in the community. Personal trash must not be left on the properties.

**Damage** – Any damage to the streets, adjacent property or common area facilities by an Owner's Contractor or its employee or agent must be reported to the Association and corrected immediately at the expense of the Owner. If the damage is not repaired in a timely manner to the satisfaction of the Inspirada Community Association, the damage may be corrected or repaired and costs assessed to the Owner.

**Sanitary Facilities** – When required, a portable sanitary facility must be located on the lot under construction, kept in good repair and cleaned regularly. Portable sanitary facilities may not be placed on any street or sidewalk within the community.

**Vehicles & Parking** – Drivers must obey all common courtesy traffic and safety rules. No speeding, parking against the flow of traffic, blocking driveways, mailboxes or fire hydrants; impeding traffic or parking on sidewalks.

Homeowner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DESIGN REVIEW WORKSHEET

Homeowner improvements have been classified into four (4) different types based upon level of complexity. A list of modification types can be found in Exhibit A of the Design Guidelines. The list of improvements for each type of submittal is meant to be illustrative rather than complete. If a particular improvement is not specified, staff will classify it at the time of submittal. Refer to the Design Guidelines for specific standards prior to preparing submittals.

**Type 1, Type 2 and Type 3**– Please include the following with your application: (if applicable)

- Pictures of samples materials to be used which show the color, dimensions, finish, etc. especially in regard to plants, gravel, brick, tile and stone. Color brochures may also be acceptable.
- Site plan which shows the lot dimensions, setbacks, location of house and other significant features such as patios, pools, mechanical equipment and walls as well as location of proposed improvement. (if applicable) The site plan may be hand-drawn.
- Landscape modifications (minor) must specify plant material and quantities, along with a site plan (mentioned above) showing the location of all shrubs and trees, or ground cover both existing and replacement.
- For Landscape only, plant list with quantities, boulder placement, rock mulch and boulder color, drainage plan and irrigation plan.

**Type 4**– Home additions, pools and spas, etc. may require both a preliminary and final design review.

### **Preliminary Review:**

- Grading and drainage plan including approximate finished floor elevations.
- Site plan with dimensions showing property lines, setbacks, location of unit and other significant features such as patios, pools, mechanical equipment and walls.
- Floor plan at 1/4 " = 1'0. (for home additions)
- Exterior elevations (not required for pool/spa)
- Exterior materials and color selections (submit in format that can be emailed, for example brochures)
- Landscape and irrigation plan together with proposed plant list.
- Designs and specifications of walls and lighting, which shall complement the architecture of the development.
- Location and plan for construction materials and site spoils, as applicable.

### **Final Review:**

- A statement defining any and all changes from the Preliminary Design Submission (required)
- Final site plan with specifications for all site improvements (changes to be "clouded")
- Final grading and drainage plan with building pad elevations.
- Eye-level perspective rendering or rendered elevation of home (not required for pool/spa).
- Construction schedule
- Working drawings and specifications for all landscaping and irrigation with final plant list.
- Name and contact information for general contractor and sub contractors.