

Highland Ranch Homeowners Association
5860 Lightning Drive
Sun Valley, NV. 89433
Phone 775-673-0500 Fax 775-673-5609

Design Committee Plan Submittal

Homeowner: _____

Lot # and Address: _____

Daytime Phone/ Cell: _____

Project description of submitted plans: _____

Please attach a clear & legible copy of the following pertaining to your plans along with a **\$5.00 application fee**:

- Property plot plan (must be used) showing how the project is installed in relation to structures, fences & boundaries. Mark your project on this plan with setbacks if applicable.
- Elevation Plan or drawing showing dimensions & design of items being submitted. Structures such as sheds, gazebos, patio covers etc. must have a detailed drawing including all correct dimensions.
- Description of item's including materials, colors, & finishes, etc. Include pictures and/or brochures. **All structures must be painted & roofed to match the house.**

The D.C. will be reviewing the submittal @ **5860 Lightning Dr., @ 6:00 p.m.** on _____. We encourage you to attend the meeting in the event the committee has any questions concerning your plans. Plans must be submitted to the office no later than **three (3) days** prior to the meeting date: _____, **NO EXCEPTIONS**:

A written response of approval, approval with conditions, or denial, will be mailed to you within **three (3) working days** after the meeting. Re-submittals will not be reviewed until the next scheduled meeting of the Committee. Failure to include the above mentioned information may result in denial/postponement of your plans. Please refer to your ASM for additional requirements (copies are available @ office).