



The Fairways at Fieldcreek Ranch
Homeowners Association, Inc.

ARCHITECTURAL COMMITTEE INSTRUCTIONS FOR PROJECT SUBMITTAL

For information regarding this form or assistance in submitting your project to the Architectural Committee, please contact the property manager listed below.

Upon approval of your plans, the committee will stamp all copies of the plans to be submitted to the Washoe County Department of Building & Safety for the building permit. For more information concerning requirements for building permits, visit their website at <http://www.co.washoe.nv.us/bldgsafety>.

Submit forms, plans, and fees to the property manager listed below.

SECTION 1

You can obtain the **ASSESSORS PARCEL # (APN)** and/or the **FAIRWAYS AT FIELDCREEK RANCH ADDRESS** and/or the **UNIT, BLOCK & LOT #** from the Washoe County Assessor website at <http://www.co.washoe.nv.us/assessor> (you must have one of the three numbers to find out the other two numbers).

SECTION 2

Applicants must **OWN THE LOT** prior to submitting plans to the committee. The committee cannot review plans unless the lot sale has closed escrow.

If the application is for a “spec” house, be sure to sign and include the **NOTICE OF INFORMATION TO BUYERS** form which must be included in this application and will be kept on file.

Architectural plans must be submitted on the stamped title block of a **NEVADA-REGISTERED ARCHITECT OR NEVADA-REGISTERED DESIGNER**. The committee cannot accept architectural plans from unlicensed designers or from engineers. For more information or to check the license status of your designer, visit the Nevada State Board of Architecture, Residential Design, and Interior Design website at <http://nsbaidrd.state.nv.us>.

The **CONTRACTOR** is responsible for following all Fairways Contractor Rules & Regulations during construction. If you have not hired a contractor, leave this space blank. If the applicant is the general contractor, write “same as applicant.”

Provide us a **CONTACT NAME AND PHONE NUMBER** for the person the committee should contact regarding this project.

SECTION 3

The attached checklist contains useful information to assist you and your design team in preparing your submission. It is not a requirement to submit the checklist. For **TYPE OF PROJECT**, check all that apply. If you are submitting a new house plan, you can save the cost of submitting later for a fence or landscaping by including them with your house submittal. You are encouraged to submit preliminary elevations, site plans, etc. for comments by the committee on the proposed design prior to a formal submittal. For preliminary submissions, items #1 and #3 below are optional. Preliminary submittals are for informational purposes only and will not be considered for approval. Project submittals must contain all of the fully-completed required documents, as detailed below, to be considered for approval. Partial or provisional approvals will not be granted by the committee. *Any deviations from the approved plans made during construction must be reported to the committee for approval.*

For **NEW HOUSE AND ADDITIONS OR ANY PLANS REQUIRING COUNTY APPROVAL** we require the following:

1. **Three (3) sets of full size architectural and structural plans, stamped by the residential designer or architect.** One set will be retained by the committee, the other two will be returned to you stamped and signed by the committee for submittal to the county for building permit approval. *Once approved by the county, any changes or corrections that were made during the permit-approval process must be reported to the committee before construction begins.*
2. **Three (3) sets of plans reduced to fit on an 11" x 17" page.** This can be done by your designer or at any blueprint shop.
3. **Color/Material Submittal Form.** We need stucco color samples of at least 6" x 6" and reserve the right to ask for larger samples if we question the color.
4. **An 11" x 17" color rendering of the new home.**
5. **The Project Approval Form**
6. **The Information to Buyers Form** (if applicable)
7. **Construction Deposit & Fee Agreement**
8. **Plan review fee** (see Construction Deposit & Fee Agreement) for the first submittal of a plan (including preliminary submittals). There is no fee for the first resubmittal. Subsequent resubmittals may require a fee based on the extent of the revisions required. Revisions to previously approved plans may require an additional fee, based on the extent of the revision.
9. **Refundable compliance deposit** (see Construction Deposit & Fee Agreement)

For **LANDSCAPING PLANS OR ALL OTHER PLANS** which do not require county approval, we require:

1. **Three (3) sets of plans** drawn in a legible, professional manner (24" x 36" page maximum). Two sets will be returned to you.
2. **Three (3) sets of plans** reduced to fit on an 11" x 17" page.
3. **Color/Material Submittal Form**
4. **Construction Deposit & Fee Agreement Form**
5. **Plan review fee** (see Construction Deposit & Fee Agreement) for the first submittal of a plan.
6. **Refundable compliance deposit** (see Construction Deposit & Fee Agreement).

SECTION 4

LOT SIZE is the gross square footage of the lot. You can find this in your escrow papers.

TOTAL LOT COVERAGE is the area in square feet taken up on the lot by the building and garage and any porches or patios (the amount of roof area less overhangs). Include existing lot coverage with any new additions.

TOTAL PROJECT SIZE is the total square footage of enclosed floor space (heated) and including garages. Check your escrow papers for minimum requirement which may vary from unit to unit.

REFERENCE CORNER ELEVATION is determined by your surveyor. You can also use a reference datum @ elevation=100'.


ALLOWABLE HEIGHT is listed below for each of the remaining vacant lots:

Lot	Address	Allowable Height
60	12795 Silver Wolf Rd	33'
57	12825 Silver Wolf Rd	31'
5	12830 Silver Wolf Rd	32'
55	12845 Silver Wolf Rd	32'
52	12875 Silver Wolf Rd	32'
45	12955 Silver Wolf Rd	
28	1210 Springer Ct	
27	1200 Springer Ct	
23	1235 Springer Ct	32'

PROPOSED ROOF HEIGHT is the highest point of the roof excluding chimneys and vents. It is measured from the reference corner elevation, NOT THE HOUSE ITSELF. Have your designer provide this information.

VARIANCE REQUESTS to exceed the **ALLOWABLE HEIGHTS** need to be submitted (on a separate page) with an explanation of why your proposed design needs a variance. Variances are closely scrutinized and are not automatically granted.

MAILBOX DESIGN AND LOCATION must be submitted to committee for approval. Material and colors should generally match the house. The mailbox is considered part of the *home construction* and not part of the *landscaping* component of the project.

<p><i>This policy was duly adopted by the action of the Architectural Committee on August 10, 2014 and the Board of Directors on August 18, 2014. It shall be effective as of October 15, 2014 and replaces all previous versions.</i></p> <p><i>Attested by: Mike Vonada, President</i></p>	<p>Community Manager:</p> <p>Kenyon & Associates 645 Sierra Rose Dr, Suite 104 Reno, NV 89511-4025 775-674-8000 (office) 775-674-8010 (fax)</p> 
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