

## TERRENO HOMEOWNERS' ASSOCIATION

Email: [terreno@associasn.com](mailto:terreno@associasn.com)**ARCHITECTURAL CHANGE REQUEST APPLICATION**

(rev 4/27/20)

Per Article 8 of the Terreno CCRs, **approval is required for any modification to the exterior of a property** (structural, landscaping, etc.) **prior** to proceeding with work. Complete this form to start the process:

**STEP 1.** Please complete and submit this application to the Terreno HOA management company (Associa Sierra North) **with a \$200 plan review fee AND a \$200 refundable cash deposit** for written approval of the Ivesia HOA Board/ARC **prior to proceeding**. (Per CCRs Section 8.3, a \$200 refundable cash deposit is required for any installation of other work pertaining to landscaping or swimming pool or spa installation or of any other improvement on any lot). **Please make checks payable to the Terreno HOA.** The HOA will send a written modification request response back to you.

*NOTE ABOUT REVIEW FEE: The purpose of the review fee is to cover the expense of plan review and final inspection. On a case-by case basis, and at the full discretion of the Terreno Board/ARC, should it be determined that the project is so minor that formal review is not necessary, the review fee may be waived.*

**STEP 2.** Per Article 12 of the Damonte Ranch Master CC&Rs, written approval is also required from the Master Association. **Submit your modification request per the attached instructions with your Terreno HOA written approval to the Damonte Ranch Master Architectural and Landscaping Committee (Master ARC) for final written approval.** A copy of the Master ARC written approval must be forwarded to Associa Sierra North **prior** to the commencement of work.

**STEP 3.** Per CCRs Section 8.7(d) all construction, alteration or other shall be performed as promptly and as diligently as possible and **shall be completed within 180 days of the date on which the work commenced.** Per CCRs Section 9.8(b) **initial landscaping** (other than Declarant installed) **must be approved and installed within one (1) year of the Close of Escrow.** **After work is completed, notify the Terreno HOA in writing that you are ready for a final inspection.** Upon verification that the project has been completed to plan, and no damage to common elements has occurred, the deposit will be processed for refund.

Address where work is to be performed: \_\_\_\_\_

Summary Description of Project: \_\_\_\_\_

\$200 Review Fee CK# # \_\_\_\_\_; \$200 Refundable Deposit CK# \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**TERRENO HOA - ARCHITECTURAL CHANGE REQUEST APPLICATION (rev 4/**

27/20) (Continued from Page 1)

Address where work is to be performed: \_\_\_\_\_

*Detailed* description of proposed work to be done: A to-scale plan of the proposed work may need to be included with this request as applicable. Please attach additional information if needed.

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Products to be used (samples, brochures, and/or colors of materials may be required)

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Project Start Date: \_\_\_\_\_; Project Completion Date: \_\_\_\_\_

Please understand that owners are responsible for the work done on and around their homes. It is always best to use licensed and insured vendors. If your contractor damages any portion of the common area, you will be responsible for the cost of repairs. Please make sure your contractor uses the appropriate care, diligence, and precautions to ensure a successful, timely, and clean completion of the project. Please note that you are also responsible for ensuring that any and all Federal, State, and Local codes and guidelines are followed. This includes the pulling of any Permits required. Projects that are not completed per the community standard may have costs/fees deducted from the Security Deposit. Additional fees may also be imposed for violations to the CCRs.

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_



## Damonte Ranch Master ALC

Following is a basic list of requirements for homeowners in Damonte Ranch that want to add on to their home, i.e. a shed, porch, patio, pergola, arbor, trellis, etc. known as an Accessory Building.

The easiest way to determine if you need approval by the city of Reno and Damonte Ranch Architecture & Landscape Committee (ALC) is for any structure attached to the home or detached that is at least 30" (inches) in height. This means a plan set must be submitted to Damonte Ranch and then to the City of Reno for approval.

Please note that the responsibility and authority of the Architectural & Landscaping Committee (ALC) is specified in the Master Declaration CC&R's for Damonte Ranch. Please review Article 12, sections 12.1 & 12.2 that specifies requirements of the ALC as it relates to any and all of these structures. The ALC must follow these guidelines that govern what we can and cannot do for homeowner improvements and accessory buildings proposed in Damonte Ranch.

Following is an example of what you need to do for an approval process. Suppose you want to build a 10' x 20' shed that is 8' in height:

### ***General application requirements shall include:***

- a) A \$250 application fee payable to NTP
- b) Submittal must be consistent with the Damonte Ranch Residential Design Standard Handbook.
- c) A site plan showing the lot dimensions, the location/footprint of the home, and the proposed location of the structure with setback dimensions.
- d) A description of the materials being used including the siding, roofing material, and colors. A general rule of thumb is to match the colors & materials of your home for a proposed structure or as a minimum to make sure that it is architecturally compatible with the home.
- e) Photos of surrounding conditions, homes, yards, etc that are helpful in evaluating the application
- f) If a Variance is being requested to reduce setback, or increase height, etc. a Neighborhood Impact Statement may be required of the home owner. This may include photos from adjacent lots and letters or emails from impacted neighbors stating they are agreeable to the Variance. This is only on a case-by-case basis as required by the Damonte Ranch ALC to ensure the request is compatible in the neighborhood.
- g) ***See attached example of a complete application for a shed.***
- h) ***Attached Examples are not intended to, or should not be considered or implied to mean that submittals of these structures or any other modification will be approved. Each submittal is approved on a case by case basis at the sole discretion of the ALC and must be considered as Architecturally Compatible within the development. The impact to neighboring homes will also be taken into consideration.***

## **Basic Design Standards**

Setbacks (measured from fence to proposed new structure):

- a) Front yard: Not applicable as accessory structures are not allowed in front yards
- b) Rear yard = 15'
- c) Side yard = 5'

**Height:** Maximum height is 8' measured from the average finished grade to highest point on the roof.

**Building Separation:** A proposed detached structure must be separated at least 3' from your house.

### **Additional Notes:**

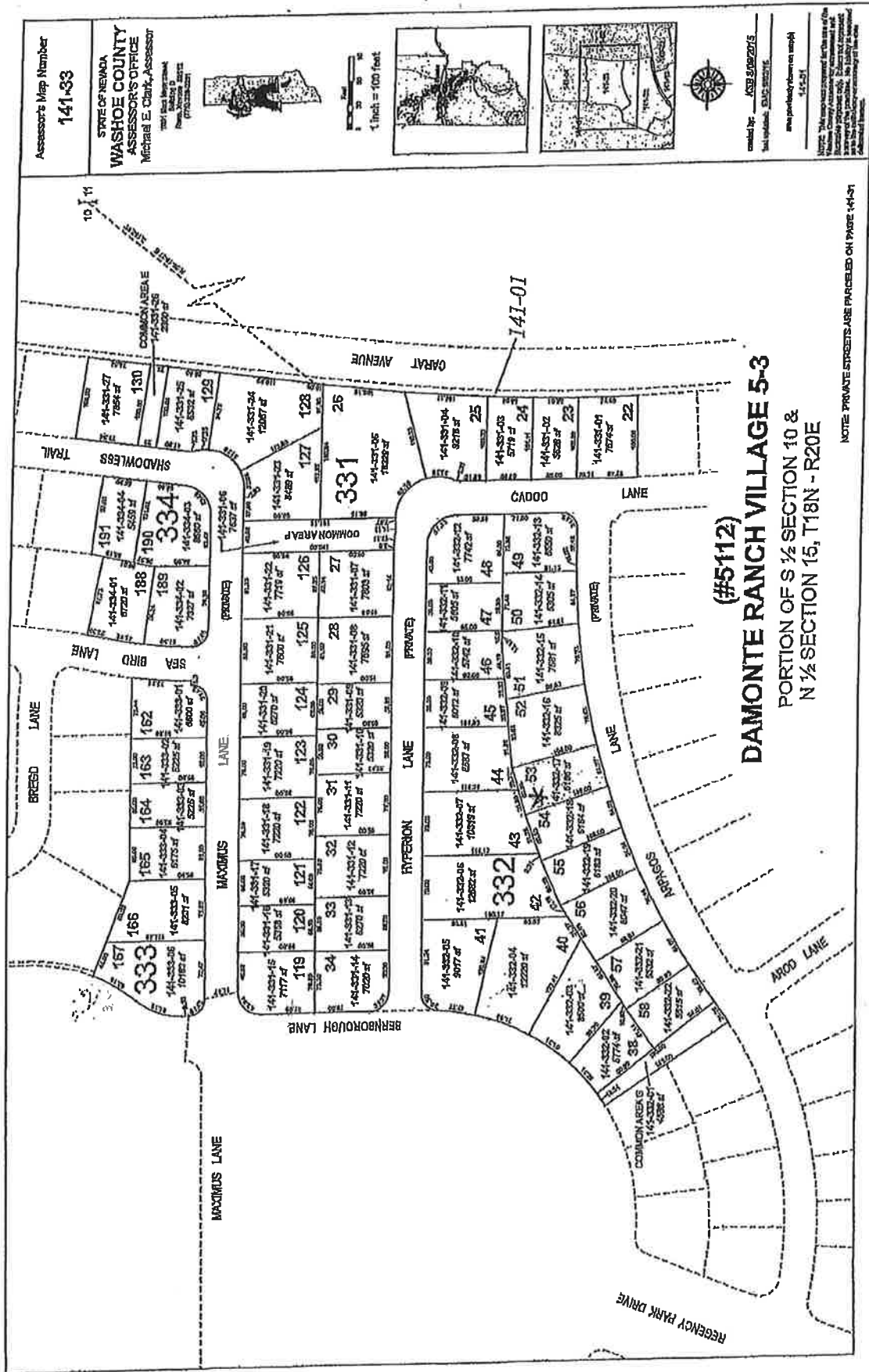
- **Applications will not be reviewed until the \$250.00 check is received**
- Additional fees may be required on a case-by-case basis based on the complexity of the request and the completeness and quality of the application provided.
- The ALC will complete review of the application within approximately 10 working days of submittal once an application is deemed complete. The ALC will approve the application, approve with conditions, or deny the application request.
- In most cases, the applicant will be required to get approval of a building permit from the city of Reno. Please contact the city of Reno building Department at [reno.gov](http://reno.gov) or call 334-2063 for their requirements.
- Please note that these requirements are not intended to be all inclusive and further information may be required.
- Where there is significant grade change in your lot you may be required to show the existing elevations of the lot and the elevation of the proposed structure
- If you are doing only landscaping without accessory structures, then just an 8.5 X 11 landscape plan with a list of materials and plants is adequate for submittal.

### **Checklist of Items required (all on 8.5" x 11" sheets) submitted by email:**

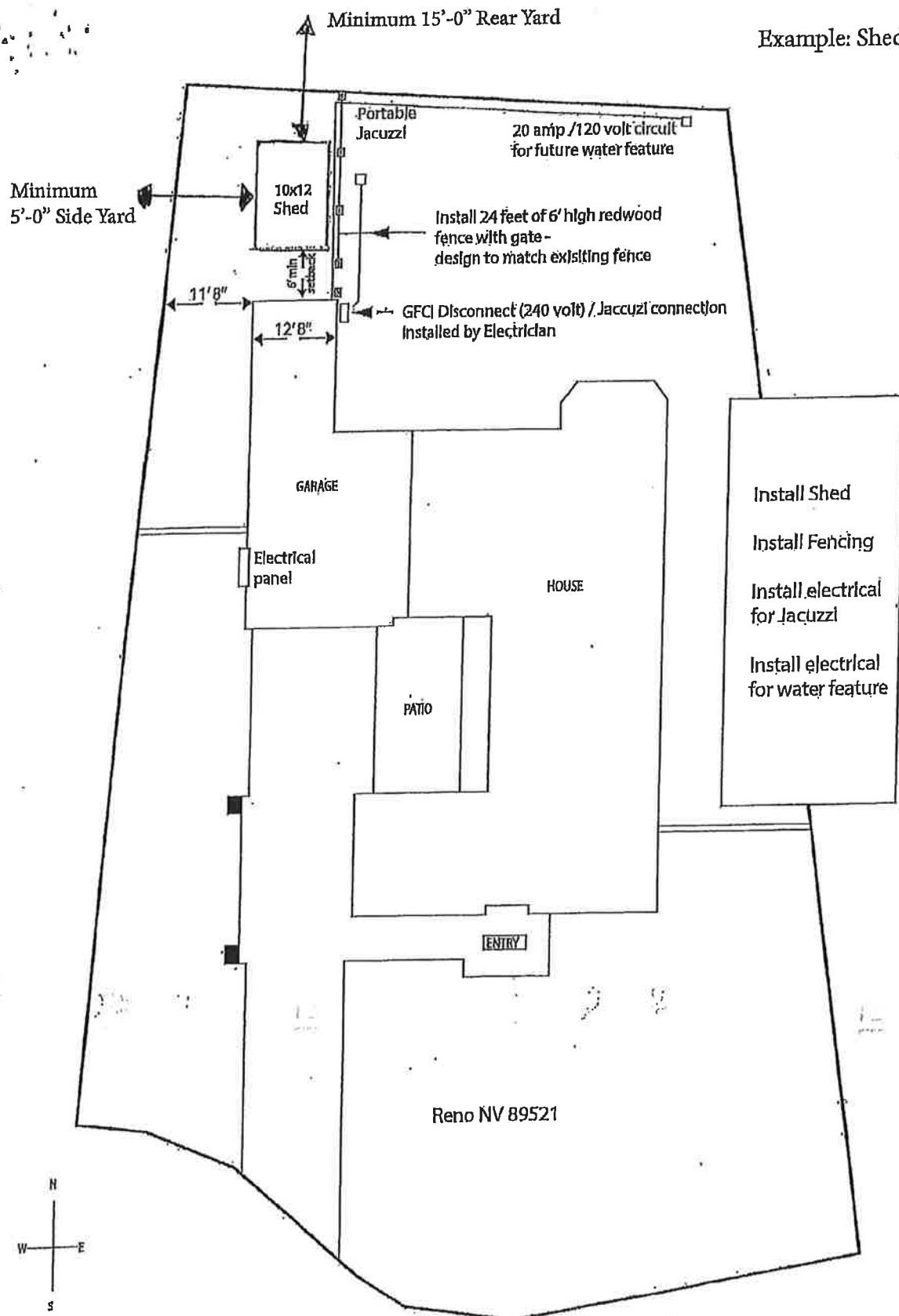
- Email submittal to: [tracy@diloretoreno.com](mailto:tracy@diloretoreno.com)
- \$250 check payable to NTP delivered to ( **985 Damonte Ranch Parkway, Suite 310** )
- Photos of the proposed project area and surrounding conditions
- A site plan showing its location with setbacks of accessory structures. Must be 5' from the side property line and 15' from the rear property line
- Dimensions of the structure: height x width x length
- Description of materials to ensure compatibility with the house (siding, roofing, colors)
- Manufacturers specs sheets (if available) on their product details
- A Washoe County Assessor map or Google earth map with an aerial image of your lot with surroundings. You can get maps easily on the WC website at [washoecounty.us](http://washoecounty.us), select homes & property tab, then Parcel Search, then enter your name, APN, or address, then, select Quick Map, and Print.

EXAMPLE

Example: Overall Site Map

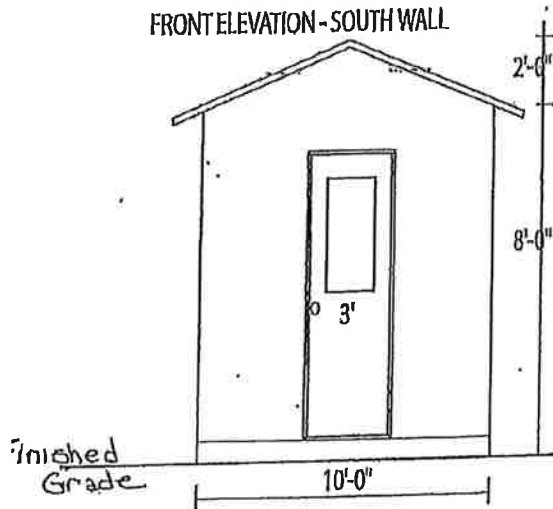


Example: Shed Addition

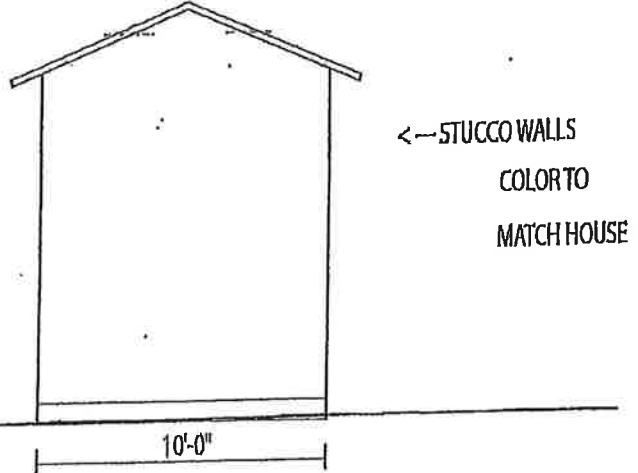


Example: Shed Addition

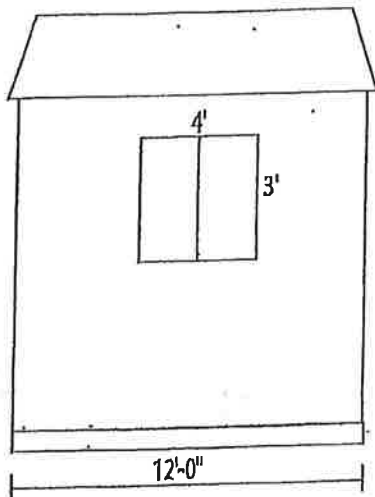
FRONT ELEVATION - SOUTH WALL



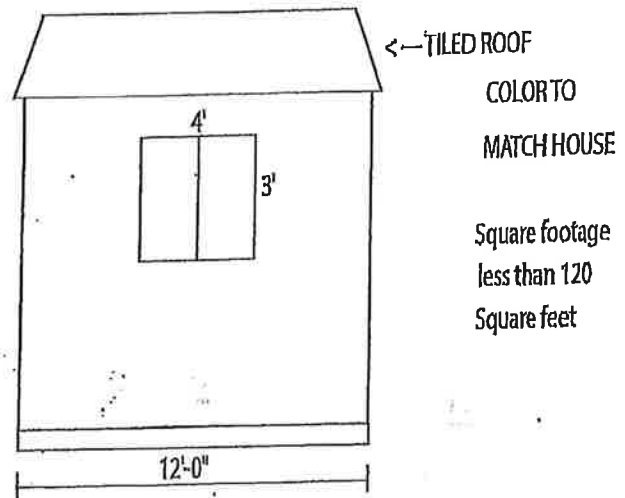
REAR ELEVATION - NORTH WALL



SIDE ELEVATION - WEST WALL



SIDE ELEVATION - EAST WALL





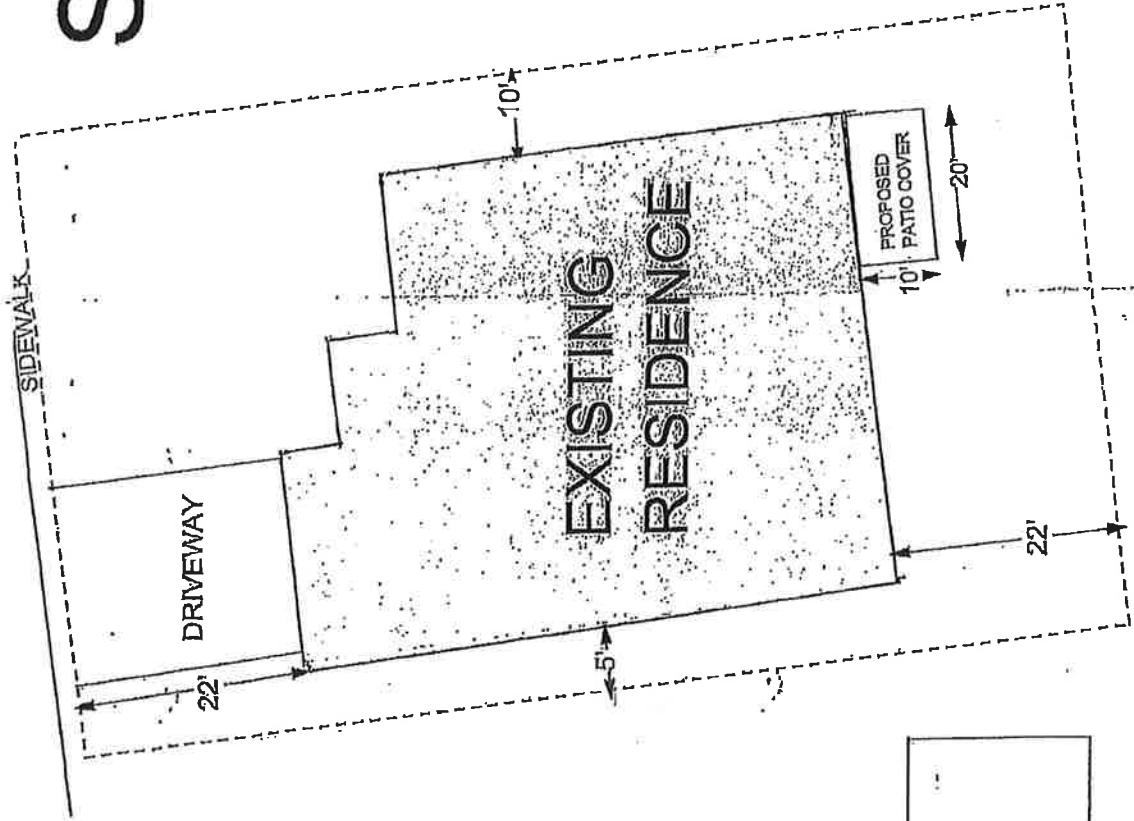
Example: Patio Cover

# SITE PLAN

----- PROPERTY LINE

Minimum 5'-0" Clear To Side Property Line  
Minimum 15'-0" Clear To Rear Property Line

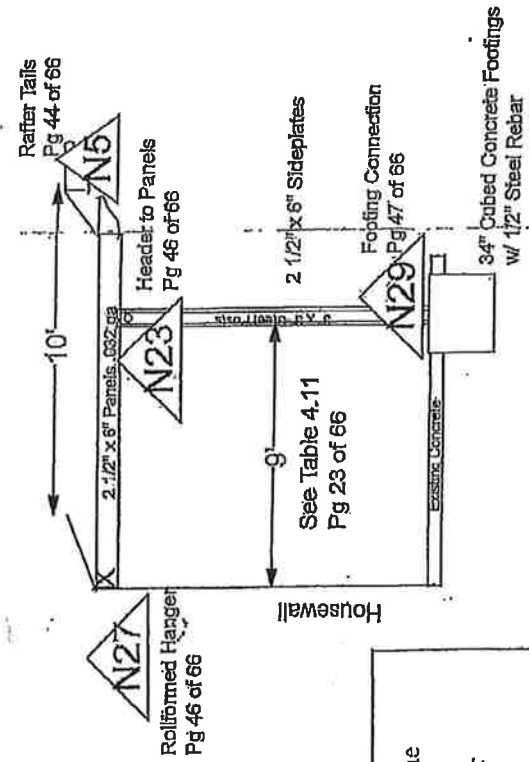
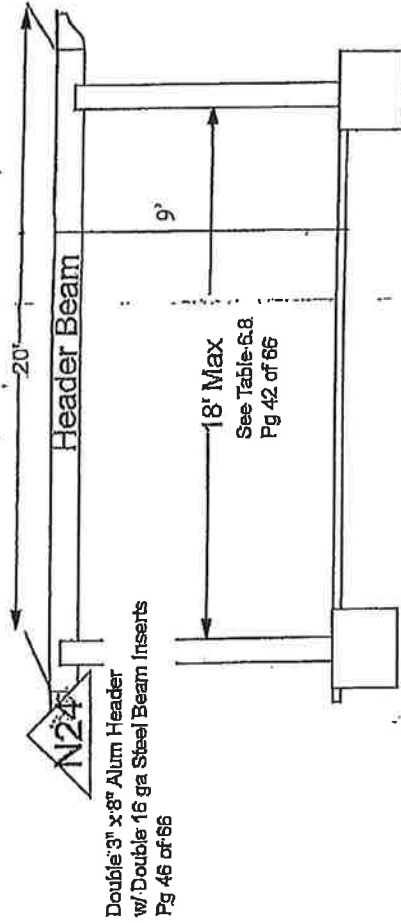
Owner Name  
Address  
Phone Number  
APN xxx-xx-xxx



Contractor Name  
Address  
Phone Number  
License #

Example: Patio Cover

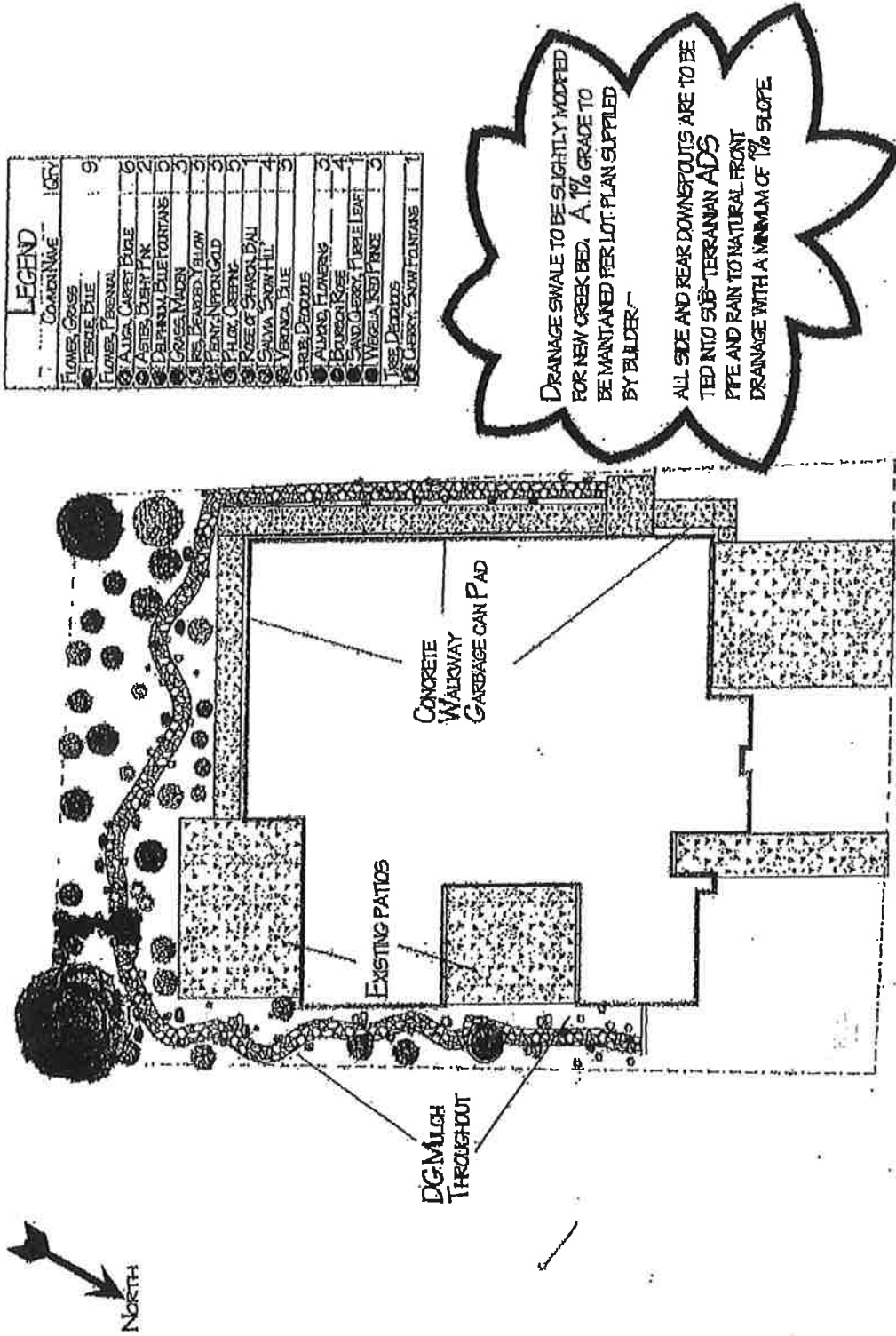
Provide all dimensions of proposed structure.



Owner Name  
Address  
Phone Number  
APN xxx-xx-xxx

Contractor Name  
Address  
Phone Number  
License #

# Example: Landscape Plan 1



Revision #:

Scale:

Date: 6/16/2016

1/16" = 1'

Landscape Plan:

Owner Name - Address

Landscape Design by: Bart

Legends Landscaping

Example: Landscape Plan 2

