



The Vistas Homeowners Association
 1281 Terminal Way, Suite 124
 Reno, NV 89502-3247
 Phone: 775-786-0500 Fax: 775-786-0504
 Website: vistashoa.com

For HOA use only

ACC Meeting Date: _____

Approved as submitted:

Approval contingent upon: _____

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Not Approved:

City Permit Required: Yes No

HOME ADDITIONS OR IMPROVEMENTS

ARCHITECTURAL CONTROL COMMITTEE APPLICATION

The Architectural Control Committee (ACC) was established to review and approve all improvements constructed or placed on any lot in the community. Applications must contain all the information requested. Any application that does not contain the required information will be returned for additional information, which could delay a decision on the request.

Please complete the following information to assist us in processing your application.

Name of Owner (s): _____

Phone Number (s): _____

Property Address: _____

Mailing Address: _____

Street

City

State

Zip

Request Approval For: _____

Completion Date: _____

1. All addition requests for homes and backyard building projects (including but not limited to, additional garages, patio covers, gazebos etc.) require that a plot plan be submitted clearly showing location of project and distances from existing structures (i.e. fence, home, sheds etc.).
2. The submittal must also include construction details including all building materials, material sizes, color and any other pertinent information to the project, (brochures are helpful).
3. Receipt of a city permit does not override the requirement to have ACC approval. If you are not sure if your project requires approval, please contact the Association Office.
4. Requests for all Improvements, Home Additions and Other Projects must be submitted to the Association at least two (2) days prior to the Architectural Control Committee meetings. Any changes or revisions to the plans after ACC approval must be brought back to the committee for approval.
5. **Construction must not begin until final approval is received. Final approval is contingent upon receipt of a City of Sparks building permit, when applicable. Construction must also be completed in ninety (90) days, once commenced, unless otherwise approved by the ACC. Article III, Section B of the CC&R's state: "Construction of any improvement, once commenced, shall be pursued diligently to completion. Improvements not so completed, or upon which construction has ceased for ninety (90) days...shall be deemed nuisances..."**

Signature: _____

Date: _____

Separate forms for landscaping changes, sheds and house painting requests are available on The Vistas website or through the Association Office.