



EUGENE BURGER MANAGEMENT CORPORATION

5011 Meadowood Mall Way, Suite 200 Reno, NV 89502 www.ebmc.com

WOODLAND VILLAGE DESIGN COMMITTEE REVIEW FORM AND CHECKLIST

Name: _____ Date: _____

Property Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Contractor/Landscaper Name (if applicable): _____ Phone: _____

Email: _____

Project Summary/Description: _____

Estimated Start Date: ____/____/____

Estimated Completion Date: ____/____/____

NOTE* Projects exceeding or experiencing delays outside of specified timeframe require Design Committee notification - NO EXCEPTIONS.

Provide ONE (1) set of plans per submission/application, ONE (1) project per submission/application

PROJECT SUBMISSION TYPE: Check all that apply and see following page(s) for required documents

- ☐ **BACKYARD STRUCTURE: SHED/GAZEBO/FENCE,ETC**
- ☐ **FRONT YARD: LANDSCAPE/HARDSCAPE**
- ☐ **EXTERIOR PAINT/OTHER COSMETIC**
- ☐ **OTHER**

ALL DOCUMENTS ON THE FOLLOWING CHECKLIST ARE REQUIRED FOR DESIGN COMMITTEE REVIEW. ANY MISSING INFORMATION WILL RESULT IN AN AUTOMATIC DENIAL.

Check all that applies to project description

SHED/GAZEBO/PERGOLA/DECK/PATIO/FENCE

- | | |
|---|--|
| <input type="checkbox"/> Copy of existing site plan | <input type="checkbox"/> Setbacks |
| <input type="checkbox"/> Building Elevation | <input type="checkbox"/> Dimensions |
| <input type="checkbox"/> Colors | <input type="checkbox"/> Structure Material(s) |
| <input type="checkbox"/> Photo/Rendering/Brochures | <input type="checkbox"/> Lighting Plan(s) |
| <input type="checkbox"/> Other | |

LANDSCAPE/HARDSCAPE

- | | |
|---|---|
| <input type="checkbox"/> Location/Plot plan | <input type="checkbox"/> Irrigations plans and Water Usage |
| <input type="checkbox"/> Rock –Type, Size* | <input type="checkbox"/> Dimensions |
| <input type="checkbox"/> Ornamental Decorations/Planter Beds/etc. | <input type="checkbox"/> Patios, Courtyards w/Materials noted |
| <input type="checkbox"/> Plants/Trees, names and location | <input type="checkbox"/> Photo/Renderings |
| <input type="checkbox"/> Artificial Turf type and Installation method | <input type="checkbox"/> Other |

**Rock 2" or smaller must have a barrier if adjacent to sidewalk, driveway or neighboring property*

EXTERIOR PAINT/DOORS/WINDOWS/OTHER COSMETIC

- | | |
|--|--|
| <input type="checkbox"/> Paint Samples with name/number | <input type="checkbox"/> Location of Paint to be applied |
| <input type="checkbox"/> Doors/Windows/Shutters Color(s) | <input type="checkbox"/> Window Coverings |
| <input type="checkbox"/> Photos/Renderings/Brochures | <input type="checkbox"/> Other |

SOLAR PANELS:

A particular proposed installation plan must not interfere with the views of other properties

- | | |
|---|--|
| <input type="checkbox"/> Contractor's License Info | <input type="checkbox"/> Contractor's Plans |
| <input type="checkbox"/> Power and Construction Methods | <input type="checkbox"/> Mounting Method(s) |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Dimensions/Calculations |
| <input type="checkbox"/> Photos/Renderings/Brochures | <input type="checkbox"/> Other |

OTHER:

- | | |
|--|--|
| <input type="checkbox"/> Location/Plot plan | <input type="checkbox"/> Elevations |
| <input type="checkbox"/> Dimensions | <input type="checkbox"/> Structure Material(s) |
| <input type="checkbox"/> Ornamental Decoration Location(s) | <input type="checkbox"/> Vegetation names and Location |
| <input type="checkbox"/> Photos/Renderings/Brochures | <input type="checkbox"/> Other |

NOTE* During the construction process all local ordinances as well as Rules and Regulations must be followed. Common Areas are not to be used for access or storage. Any damage to Common Areas will be billed to the homeowner. Homeowner is responsible for contacting the appropriate Utility Companies before digging and is liable for the actions of all contracted/sub-contracted parties at all times on Association grounds. All architectural approvals are subject to homeowner receiving appropriate, if applicable, governmental licenses and permits.

How To Draw A Plot Plan

When submitting for a landscaping or other project that requires Association approval, a Plot Plan is needed.

What is a plot plan?

A Plot Plan is an accurate drawing or map of your property that shows the size and configuration of your property. It should show the location of the house relative to the proposed location of some projects such as sheds and gazebos, as well the location of such projects in relation to fences & property lines.

Plot plans for landscaping will show the relative position of the various plants, trees, and decorative features such as boulders. It should also indicate the type of ground cover (rock) and where it is going to be used.

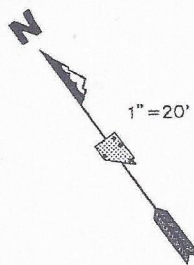
A copy of the Plot Plan for your home is available from Lifestyle homes, there is also a copy in your new home information package. It will have all the necessary dimensions; however, your submission does not have to be to scale. It does have to be clear and easily readable.

A sample Plot Plan is attached.

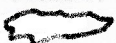
Some items to keep in mind that will speed the approval process.

- 1: 30% of the plantings used in the front yard must be evergreen.
- 2: A tree is required.
- 3: Weed block fabric is highly recommended.
- 4: The installation of a backflow device for irrigation is required. This requires a permit from Washoe County.

Plot Plan for 1234 Anystreet
Mr & MS Homeowner



Plant Legend: Quantity

- A: Russian Sage: 6
 - B: Mugo Pine: 4
 - C: HOA Tree: 1
 - D: Lavender: 1
 - E: Mr. Bowling Ball (Arborvitae): 3
 - F: Yucca: 3
 - G: Decorative Boulder: 1
 - H: Rock Area: 
- Area around plants will be Black Lava 1 1/2" Rock, will include Drip system for all plants, weedblock fabric under rock

All notes and descriptions must be on the same plane & clearly indicated. Please use letters or numbers rather than easily confused symbols or shapes as they tend to lose clarity when scanned.

Common names of plants is preferred for ease of identification.

