

# Glenbrook HOA Design Review Committee

PO Box 447, Glenbrook, NV 89413

## Request & Summary of Project

Full set of DRC Rules and Procedures are available on website [www.glenbrooktahoe.org](http://www.glenbrooktahoe.org)  
or by calling HOA office at 775-749-5266

Owner \_\_\_\_\_ Address \_\_\_\_\_

Date Submitted \_\_\_\_\_ Estimated Starting Date \_\_\_\_\_

### Minor Remodel/ Maintenance:

Replacement of an existing feature (no DRC application needed if a repair under \$2,000)

\_\_\_\_\_ Painting – same color Color \_\_\_\_\_

\_\_\_\_\_ Painting- change of color Color \_\_\_\_\_

\_\_\_\_\_ Reroof Color \_\_\_\_\_

\_\_\_\_\_ Asphalt replacement- ie Pavers, other Color \_\_\_\_\_

\_\_\_\_\_ Windows – replace with similar- ie upgrade from single pane to double pane,

\_\_\_\_\_ Door replacement Color \_\_\_\_\_

\_\_\_\_\_ Landscape- replace existing

\_\_\_\_\_ Other \_\_\_\_\_

Description/Details: \_\_\_\_\_

### Fees/Deposits Required:

Owner Fee \$500 (waived if timely filed)

Owner Deposit \$1,000 (if less than 1 mo for completion- see rate sheet if longer) Owner my request waiver of deposit by checking box on Owner Construction Compliance Agreement

### **Forms needed to be submitted in addition to this summary page:**

Owner Construction Compliance Agreement

Contractor's Compliance Acknowledgement

Parking Plan for contractor vehicles

Sketch, if needed, of proposed replacement or changes

### Major Remodel:

Any remodel involving exterior additions to residence or major landscaping additions that require sketches, drawings, or full architectural plans. Usually involves multiple vendors/contractors and costs more than \$5,000. Call HOA office if you are uncertain whether improvement should be classified as a minor remodel or one of the two types of major remodels.

### New Construction or extensive remodel:

New construction or major remodel that exceeds 6 months of construction time.

### **Forms needed to be submitted for Major Remodel or New Construction:**

Summary of Project sheet

Owner Construction Compliance Agreement

Contractor's Compliance Acknowledgement

Parking Plan for contractor vehicles

Detailed plans- 4 sets required- see DRC rules

### **Fees/Deposits for major remodels and new construction:**

See rate sheet attached

### **Office Use Only**

#### **Fees/Deposits Required:**

Owner Fee \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Owner Deposit \$ \_\_\_\_\_ Date Received \_\_\_\_\_

#### **Forms Signed:**

Owner Construction Compliance Agreement- Date Recd \_\_\_\_\_

Contractor's Compliance Agreement Date Recd \_\_\_\_\_

Date Parking Plan Submitted \_\_\_\_\_ Parking Plan Approval Date \_\_\_\_\_

#### **Construction Plans:**

Date Plans Received \_\_\_\_\_ Date sent to architect \_\_\_\_\_

Date of response by architect \_\_\_\_\_

Date started \_\_\_\_\_ Date completed \_\_\_\_\_

Completion verified by \_\_\_\_\_ Date deposit returned \_\_\_\_\_

Comments \_\_\_\_\_

DRC approval stamp here