

# University Ridge Homeowners Association

## Architectural Review Application Form

All improvements constructed or placed on any lot or parcel **must first have the written approval of the Architectural Review Committee (ARC)**, as well as meeting all relevant City and County Codes. Such approval shall be granted only after written application has been made to the ARC via submittal of this completed form and required documentation. Supporting documentation may include the following: a complete set of plans and specifications, which show the location of all current improvements, if any, existing upon said lot; the location of the improvement proposed to be constructed; proposed material staging area, the color and composition of all exterior materials to be used; a detailed landscape plan, including tree species and their height and width at maturity; and a set of plans and specification showing the location of the vehicle to be stored (e.g. color, etc.). With respect to any application, ARC guidance must be strictly followed. If requested by the ARC, applications must be re-submitted. Please be sure to follow the University Ridge Homeowners Association (URHOA) architectural guidelines, including "[Guidelines to Making External Changes](#)" before submitting an application.

Date \_\_\_\_\_ Date \_\_\_\_\_  
Date of Application Date Received by Management Company

Name of Applicant \_\_\_\_\_  
Name of Home or Lot owner

Mailing Address \_\_\_\_\_

Address of Proposed Improvements \_\_\_\_\_

Telephone Numbers \_\_\_\_\_  
Home Work Cell

Email Address \_\_\_\_\_

Project Description/Comments \_\_\_\_\_

### Vehicle Storage Request:

Vehicle Type (e.g. RV, trailer, boat, etc.- see **Rules & Regulations, Part III, Section 4**) \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Length\* \_\_\_\_\_ Year \_\_\_\_\_  
(feet)

\*In order to make measurement requirements of different vehicle types standardized, the size of the vehicle will be determined based on that vehicle manufacturer's specifications.

Address of Proposed Storage \_\_\_\_\_

Date Reviewed by the ARC \_\_\_\_\_

Approved \_\_\_\_\_  Denied \_\_\_\_\_

Comments \_\_\_\_\_

Note: All approved projects must begin within 120 days and be completed within one year from the date of approval by the ARC unless otherwise noted above.

Called to pick up \_\_\_\_\_ Mailed \_\_\_\_\_

**Please submit the completed application and required documentation by one of the following delivery methods: a) email to Matt Kramer, Community Manager at Equus Management Group at [matt@equusmanagement.com](mailto:matt@equusmanagement.com), b) mail at University Ridge HOA c/o Equus Management Group, Attn: Matt Kramer, 5480 Reno Corporate Dr., Ste. 100, Reno, NV 89511, c) fax: 775-852-4901, or d) physically drop it off at the Equus Management office in Reno, NV.**

Thank you for your cooperation with plan submittal. Please note that approval by the ARC is not a substitute for any required City of Reno permit or permit requirement. If you have any questions, please contact Equus Management Group at 775-852-2224.