

**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 that exceeds \$2,000 in cost
- \_\_\_\_\_ 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 \_\_\_\_\_

