



Submittal Instructions and Requirements for Architectural Modifications

Please read these **Submittal Instructions and Requirements** carefully. These contain the information you need to prepare a modification submittal that is complete and sufficient to be reviewed by the Ranch Association and presented to the Modification Committee for a decision. Acceptance of your submittal does not imply the submittal is complete. If there is missing or insufficient information, your submittal is considered incomplete and may result in a resubmittal and additional fees. *Per CC&R Article 4.3 Modifications, the Modification Committee will respond within 30 days of a completed modification.*

Also, modification submittals may not be accepted if there are any community standards violations or open non-compliant Transfer & Disclosure items, *per Board Resolution dated October 3, 2022.*

Submittal Instructions

1. **Read the *Submittal Requirements* for your project carefully.** Ensure all requirements are met and provided.
2. **Use the applicable *Review Fee Worksheet* to estimate the submittal review fee** which may be used to make the required payment at the time of submittal. You may also call the Modification Department. Payment must be received to be considered a complete submittal and eligible for placement on the Modification Committee meeting agenda.
3. **Fill out the *Modification Submittal Form* with all the information and signatures requested including a description of the proposed modification(s).**
4. Read and completely understand the ***Modification Review Process***.
5. **If your property is located in a sub-association**, a copy of the sub-association's review letter must be attached with your submittal. Required and no exceptions.
6. **Submit required forms, supporting documents, and payment by either dropping it off at The Ranch Offices on Market Street or emailing it to Modifications@dcranchinc.com.** Payment can be made by either a check payable to DC Ranch Association or by credit card in person or over the phone. Note there is a 4% processing fee for this payment method.

It is the homeowner's responsibility to refer to the design guidelines available on DCRanch.com and, if necessary, to make a consultation appointment with a member of the Modifications team to answer any questions. Missing or insufficient information may result in a cancellation of the modification submittal and require a resubmittal which may include additional fees and a significant time delay

Submittal Requirements

The following are required in all Architectural modification submittals:

1. Applicable plans, shop drawings, manufacturer's spec sheets, etc.
2. Multiple photographs of the existing site conditions of the area to be modified.
3. Optional – Copies of all permits and/or warranties that pertain to this modification project.
 - Depending upon the type of architectural modification, professional plans and/or drawings are required. **All plans and drawings must be to a particular scale**, either 1/8" = 1' 0" or 1" = 10'. Drawings not to standard scale or at a scale that is too small will not be accepted.
 - Renderings will not be accepted as substitution for any plans or details.
 - Photographs of the home as a substitute for architectural drawings may be allowed if dimensions, materials, and other critical information is indicated on the photograph.
 - Written descriptions as a substitute will not be accepted.

Additional requirements for specific architectural modifications:

Exterior Lighting, Windows and/or Doors

1. Product cut sheets. Must include the manufacturer's specifications and product details such as exact size, material, dimensions, color, finish, wattage, lumen, and how it should be mounted and/or secured.
2. Provide a copy of the plot plan and indicate where all light fixtures or windows are located. Plot plans may be available by request from DC Ranch Association or from the City of Scottsdale.
3. Specify quantity of fixtures, doors, and/or windows. Also provide the total quantity on the house.
4. DC Ranch may request an actual sample of a light fixture.

Retractable Awnings and Sunscreens

1. Architectural elevation drawings. All dimensions and materials must be indicated on the drawings.
2. Refer to *Retractable Sunscreens and Awnings Guidelines* available on DCRanch.com /Home & Landscape Changes/Miscellaneous.



Ranch Association Office use only:

MTN _____

Review Fee \$ _____ paid by:

Credit Card Check # _____

Date Paid _____

Received by (initials) _____

Architectural Modification Submittal Form

If this property is located within a sub-association, **prior sub-association board review is required**. Contact property manager with questions regarding process. A copy of the sub-association's board review and review letter must be attached to this submittal

Date _____ **DC Ranch Parcel** _____ **Lot** _____

Fill in all requested information. If form is incomplete, submittal will not be accepted.

CHECK ONE OF THE FOLLOWING: This submittal is for existing modifications that were not reviewed by the Modification Committee. I understand there is a minimum \$500 penalty fee due, over and above the applicable design review fee. This is a **Resubmittal** of a previously reviewed modification. **Resubmittal Fee \$** _____ This is a **new** modification submittal.

Property Address _____

Property Owner _____ Submitted by _____

Phone _____ Phone _____

Email _____ Email _____

REQUIRED - Describe the proposed modifications (use backside if necessary)

Submittal Fee \$ _____ (refer to appropriate *Design Review Fee Worksheet*). Fee must be received prior to submittal being placed on Modification Committee meeting agenda for review. An additional fee may be required should project exceed original project description or be altered without informing DC Ranch.

A member of the Ranch Association may visit this property to take pictures of the proposed modification areas where work will take place. Prior to any visit, permission by Homeowner must be obtained. This signature allows a staff member one-time access to the exterior areas of the property. Homeowners, or their representative agent, may send email granting permission.

Homeowner Signature _____ **Date** _____

I have read the Modification Submittal Instructions and Review Process and Submittal Requirements, and I understand that my modification submittal herewith may be considered incomplete; or may not be accepted if there are any outstanding T&D or community standard violations.

Homeowner or Contractor Signature _____ **Date** _____

Contractor Name _____ License # _____

Phone _____ Estimated Completion Date _____

NOTES: DC Ranch will use the information on this form and any other attached documents during the modification review process. If requested, all information contained herein may become available to other DC Ranch property owners. Many home improvements may also require separate permits and inspections by the City of Scottsdale building and/or zoning departments. Please call the City of Scottsdale Building Inspections at (480) 994-2500

Design Review Worksheet for Architectural Modifications

Except for Solar, all exterior modification submittals are subject to a design review fee. If modification is not described below, a fee may still be applicable. Contact Modifications@dcranchinc.com to determine the actual fee for your project.

Date: _____

Parcel No. _____

Lot No. _____

Windows and/or Doors (specify quantities)	Quantity	Fee	Total	Remaining
<input type="checkbox"/> Fixed Shutters		\$100		
<input type="checkbox"/> Fixed Sunscreen		\$100		
<input type="checkbox"/> Fixed Door/Window Awnings		\$100		
<input type="checkbox"/> Front Entry Door		\$100		
<input type="checkbox"/> Garage Door		\$100		
<input type="checkbox"/> Retractable Awnings		\$100		
<input type="checkbox"/> Retractable Sunshades		\$100		
<input type="checkbox"/> Security Door or Screen		\$100		
<input type="checkbox"/> Sliding / Pocket Doors		\$100		
<input type="checkbox"/> Windows		\$100		
<input type="checkbox"/> Window Screens		\$100		
Maximum Fee		\$300		
			Subtotal ▷	

Lighting (specify quantities)	Quantity	Fee	Total	Remaining
<input type="checkbox"/> Exterior Light Fixtures		\$100/\$200 Max.		
<input type="checkbox"/> Skylights		\$100		
<input type="checkbox"/> String Lights		\$100		
			Subtotal ▷	

Structural	Quantity	Fee	Total	Remaining
<input type="checkbox"/> Add/Remove Column(s)		\$700		
<input type="checkbox"/> Convert covered patio to livable space		\$900-\$1,200		
<input type="checkbox"/> Add 100 Sq. Ft. or less		\$900-\$1,200		
Maximum Fee		\$1,200		
			Subtotal ▷	

Other	Quantity	Fee	Total	Remaining
<input type="checkbox"/> Satellite Dish <input type="checkbox"/> Solar Panels		No Fee		

Estimated Total - Confirm with Ranch Association ►	
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Submittal Review Process

The following review process pertains only to properties that have been deemed sufficiently compliant and where a complete submittal has been received.

1. Initial Review and Consultation

The submittal is first reviewed by the Association to determine if complete and sufficient to proceed to the design review phase which may or may not require a site visit. If necessary, the Association will consult with Covenant Commission.

► **Revised Plans or Re-Submittal:** A submittal may be deemed insufficient to be presented to the Modification Committee. Revised plans or a complete resubmittal may be required and may be subject to a new design review fee.

2. Modification Committee Meeting

If the submittal has been determined to be sufficient to move forward, the submittal will be placed on the next Modifications Committee meeting agenda where the project will be presented to the Modification Committee for review and decision.

3. Decision

Within three days after the Modification Committee meeting, the Association will notify the owner, contractor, or representative by email of the decision. Included with the email will be the original submittal (which may include added information) and one of the following decision statuses: **Approved, Approved with Conditions, Not Approved, or Insufficient.**

► **Revised Plans or Re-Submittal:** If a submittal is Not Approved or deemed Insufficient by the Modification Committee, revised plans or a complete resubmittal may be required and may be subject to a new design review fee.

4. Covenant Commission Review

All Modification Committee decisions are reviewed by the Covenant Commission as required by the Ranch Association CC&Rs. This review stage may take up to an additional ten working days after the notification of decision status.

5. Permit

If the submittal is approved or approved with conditions, a DC Ranch Permit may be required for demolition and/or construction to commence. Work may not commence until the DCR permit is issued by the Modification Department. Construction. Permits are valid for one year. Extensions are available upon request in advance if more time is needed.

6. Final Inspection – Required

The homeowner and the contractor are responsible for notifying the Association when the project is completed. Upon which the Association will conduct a final inspection to ensure the modification is compliant according to the approved plans. Without a final inspection performed, **the property is considered non-compliant.**