



Submittal Instructions and Requirements for Landscape and/or Hardscape 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 Landscape and/or Hardscape modification submittals:

1. A professional landscape plan with at least two 11' x 17" sets. See below for further requirements.
 2. Multiple photographs of the existing site condition of the area to be modified.
 3. Product samples may be requested (e.g., patio surface material).
- **All pool and/or spa modification requests** (new or a remodel) **require a landscape plan. No exceptions.**
 - **Professional landscape plans or comprehensive drawings are required.** Plans must include a north arrow, a bar scale, and owner information in the legend.
 - **Plans must be to a particular scale** such as 1/8" = 1' 0", 1" = 10', or a similar appropriate scale; **and must be readable at the 11"x17" size.** Drawings not to scale or at a scale that is too small to read will not be accepted.
 - While a set of 24" x 36" or larger plans are acceptable, **two sets must be 11"x17"**. If the plan is being sent through email, only one set of landscape and/or hardscape plan is necessary.
 - **Existing elements must be indicated** on the plan if they are remaining (e.g., large shrubs, trees, patios, sidewalks, pool, property walls, property lines, utilities, and the house).
 - **Proposed elements must be indicated** on the plan (e.g., new planting, hardscape elements, landscape lighting, including string lights).
 - When applicable, the **plan must include:** front and side elevations, dimensions, grading, drainage information (drainage pattern and contour lines), light sources with transformer or power sources, irrigation lines, height of walls, location and names of all landscape elements, location of all other equipment such as A/C unit, pool equipment, satellite dish, shed and distance from walls.
 - **Construction details are required** if proposing hardscape elements such as view fence, retaining walls, trellis, fireplace, BBQ, water feature/fountain, pergola/ramada, or any other item that is taller than 12 inches. Include dimensions, materials, colors. Renderings or illustrations of these items are not acceptable as substitutions for the hardscape details.
 - **A plant legend is required** and must include quantities, container sizes, botanical and common plant names (images are not necessary). Refer to appropriate DC Ranch Approved Plant Palette and Planting Zones (available on DCRanch.com). The plant legend should also include a light fixture legend for proposed and existing fixtures.
 - **Lighting legend** should include quantity, manufacturer's name, model number for proposed fixtures.

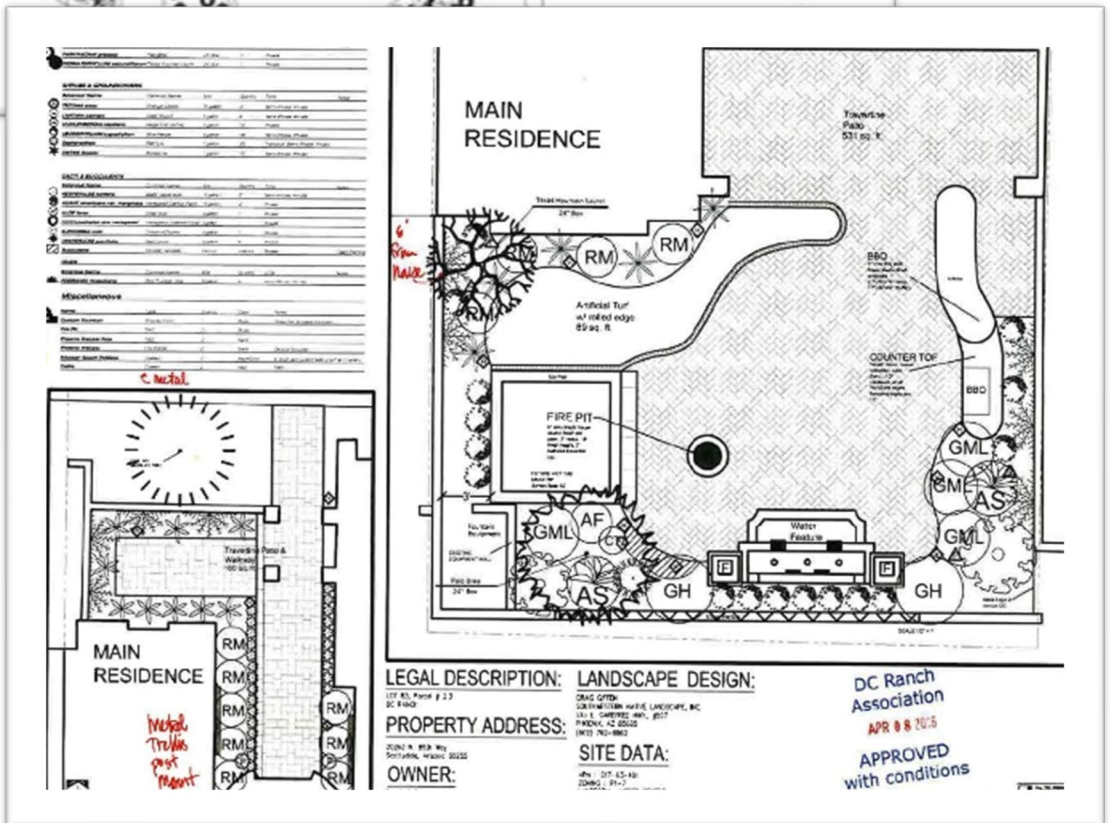
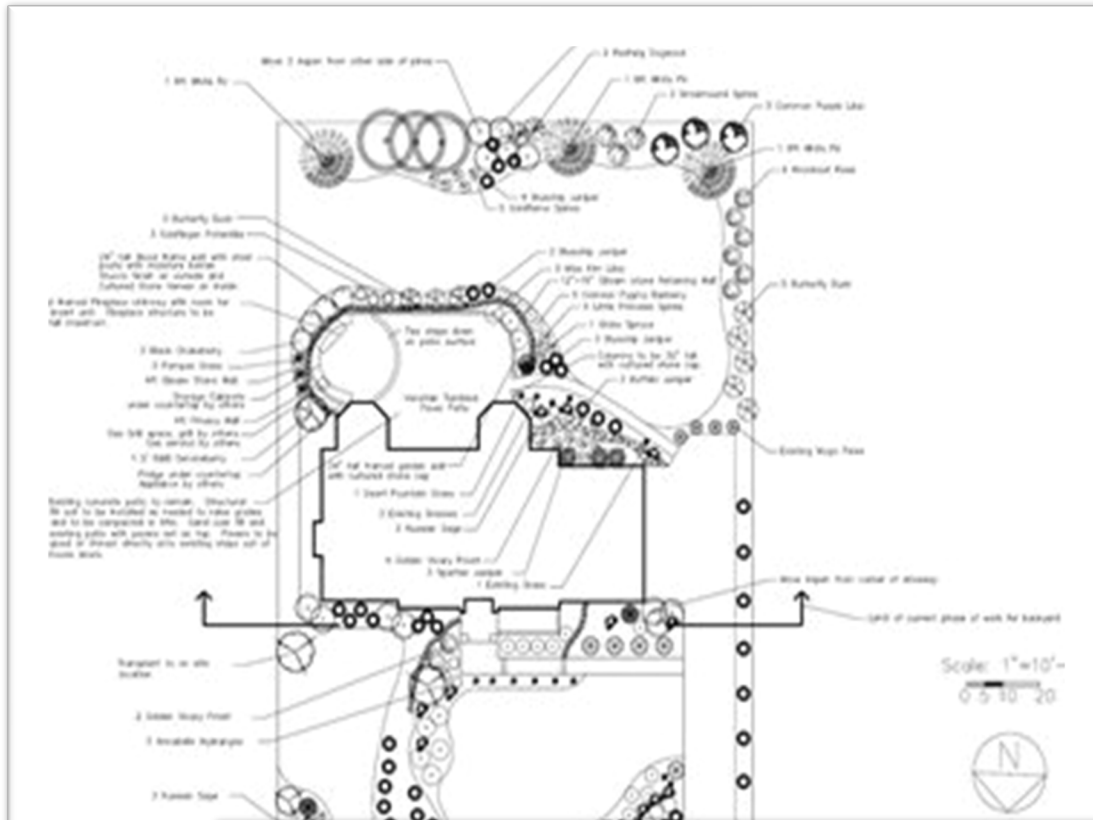
Optional. Your submittal may also include the following item(s):

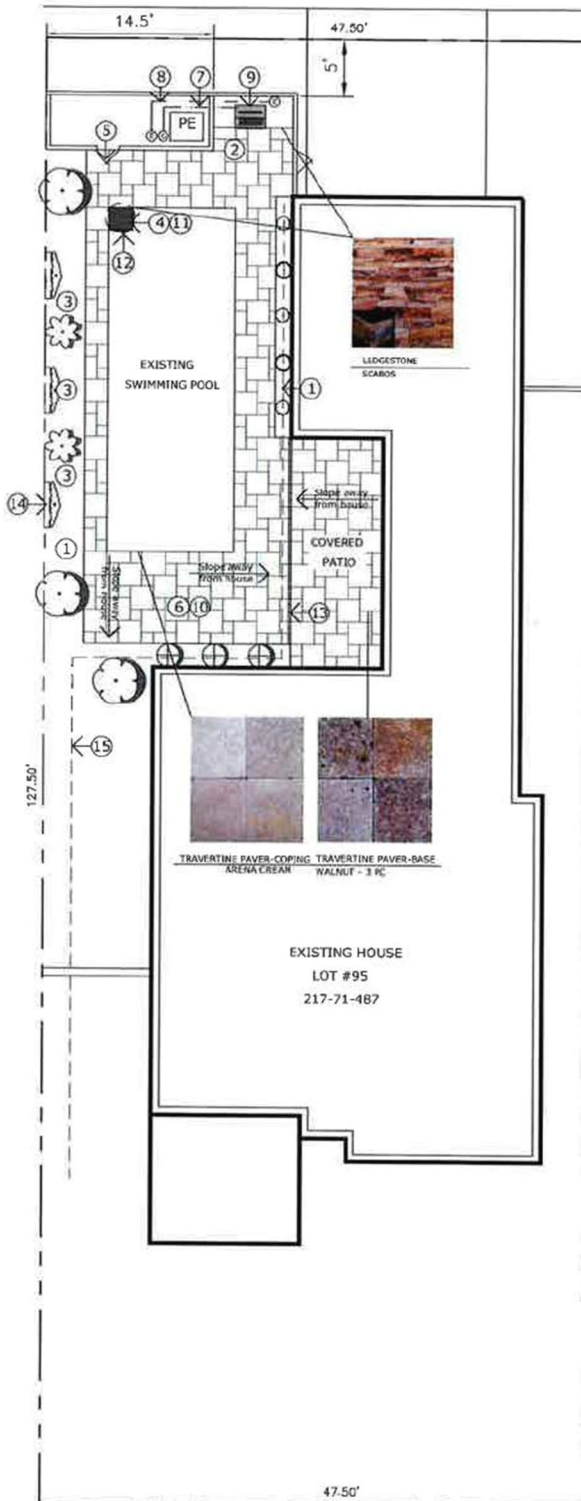
- A. Maps (neighborhood map, Google Earth map, Plat Maps/Plot Plans). It is desirable to have a map or plan showing property lines, contour lines, drainage patterns, the building setback, and the building envelope. Plot plans may be available from <https://eservices.scottsdaleaz.gov/bldgresources/EDM/DMSearch>
- B. Copies of all permits and/or warranties that pertain to this modification submittal.
- C. Product samples, as requested.

Examples

A. Examples of Landscape Plans

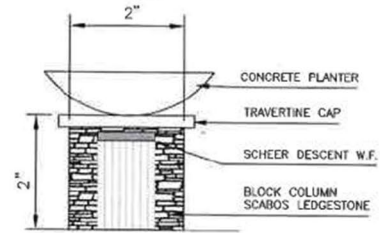
A professional plan that identifies landscape features, structures, layout, dimensions, and materials.





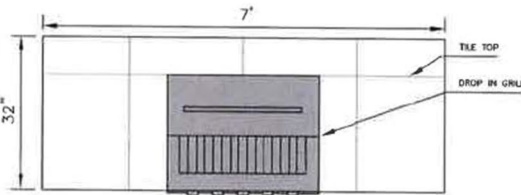
KEY LEGEND

①	REMOVE TURF	280 Sq.Ft.
②	REMOVE SMALL 6' TREE	1 EA
③	REMOVE POTS	3 EA
④	REMOVE WATER FEATURE	1 EA
⑤	REMOVE AND REPLACE P/E GATE	1 EA
⑥	REMOVE ALL DECKING	460 Sq.Ft.
⑦	GAS LINE FROM P/E TO GRILL	10 L.F.
⑧	ELECTRIC LINE FROM P/E TO GRILL	15 L.F.
⑨	BUILT IN BBQ	7 L.F.
	24"x24" Premium Light Walnut Travertine	
⑩	TRAVERTINE PAVER (E-590,C-86)	590 Sq.Ft.
	BASE COLOR - WALNUT - 3PC	
	COPING - ARENA CREAM	
⑪	NEW WATER FEATURE 24"x24"24",	1 EA
	1' SHEER DESCENT	2 EA
	LEDGESTONE - SCABOS	
⑫	24" CONCRETE PLANTING POT	1 EA
⑬	NEW DRAIN	30 L.F.
⑭	4x5.5' METAL TRELIS-POWDER COATED -BROWN	3 EA
⑮	NEW DRIP LINE FROM EXISTING IRRIGATION VALVE	120 L.F.



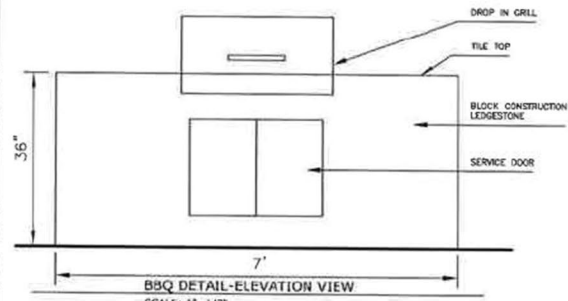
WATER FEATURE DETAIL

SCALE: 1"=1/2"



BBQ DETAIL- PLAN VIEW

SCALE: 1"=1/2"



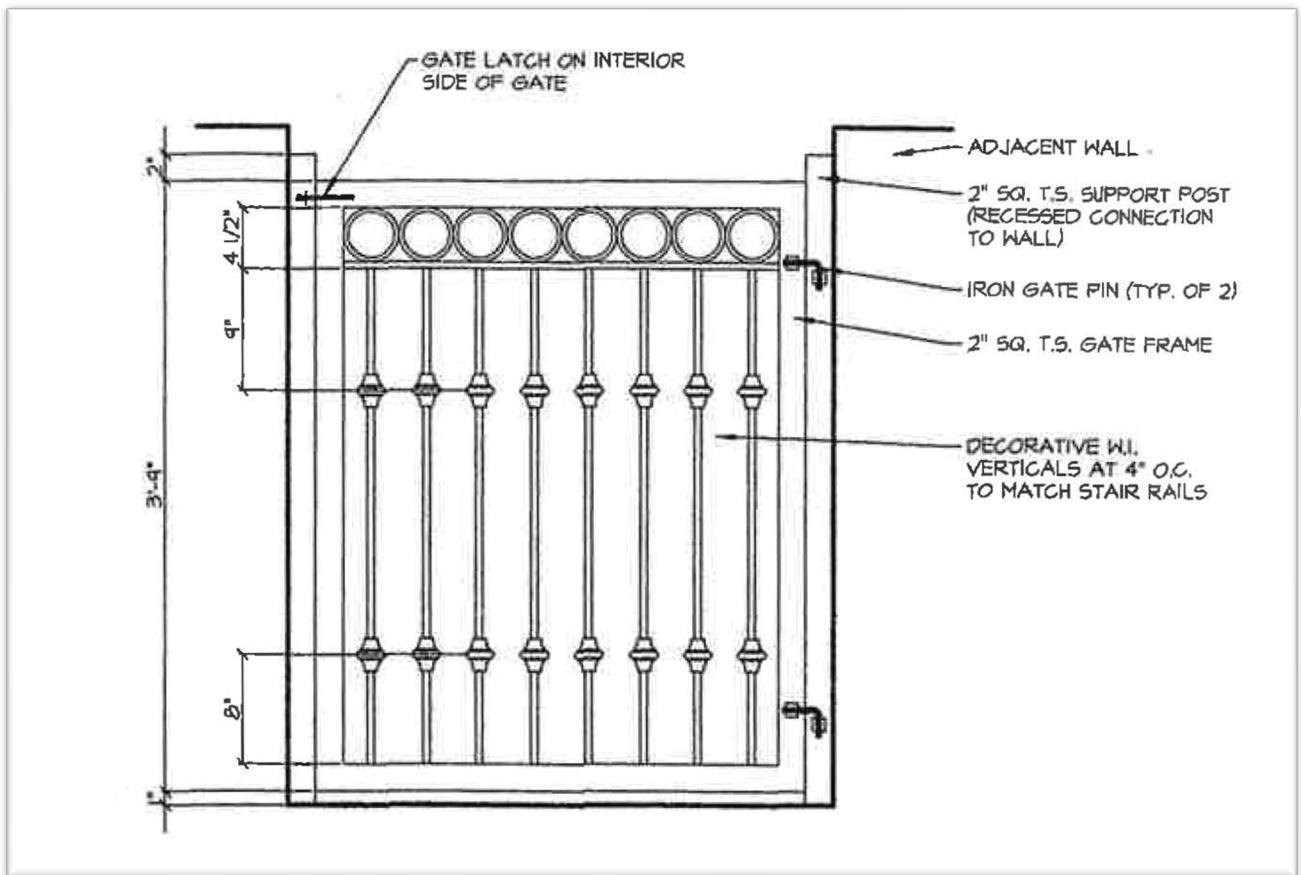
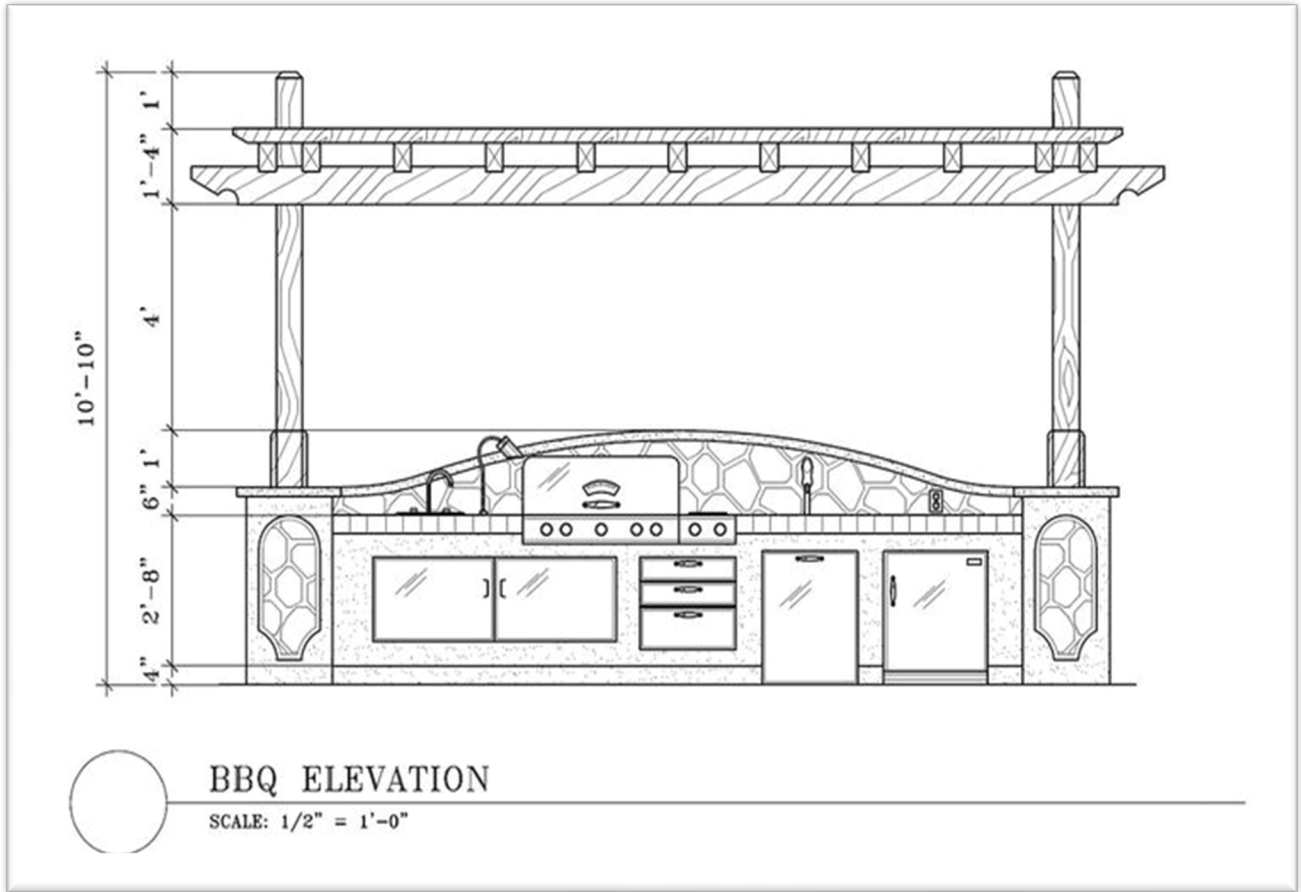
BBQ DETAIL-ELEVATION VIEW

SCALE: 1"=1/2"

PLANT SCHEDULE

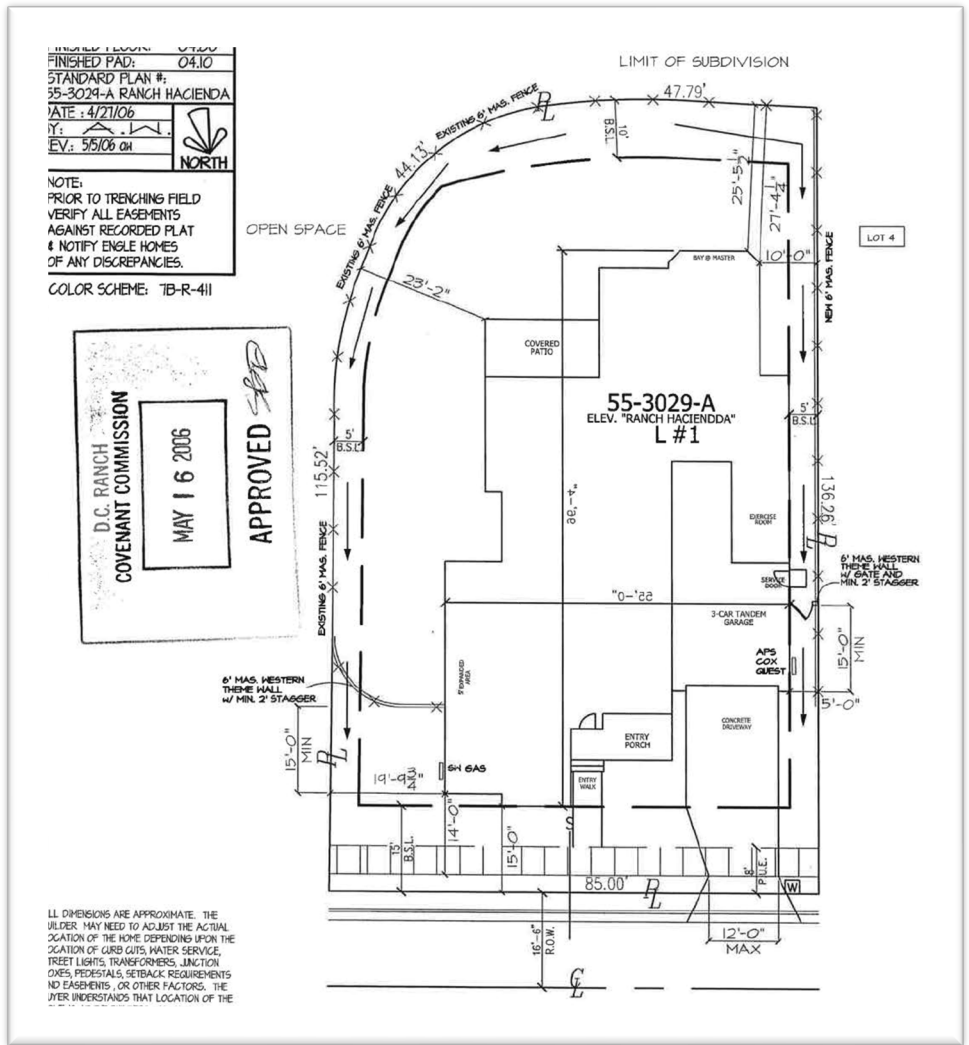
SHRUBS	BOTANICAL NAME / COMMON NAME	SIZE	QTY
⊙	Agave desertiana 'Variegata' / Variegated Agave	5 gal	2
✿	Aloe vera / Medicinal Aloe	5 gal	2
⌣	Bignonia violacea / Lavender Trumpet Vine	5 gal	3
⊕	Lantana camara 'Gold Mound' / Gold Mound Lantana	5 gal	3
⊙	Ruellia brittoniana 'Katie' / Diner's Blue Bells	5 gal	3
⊙	Tecoma stans 'Gold Star' / Yellow Bells	5 gal	3

B. Example of Construction Details



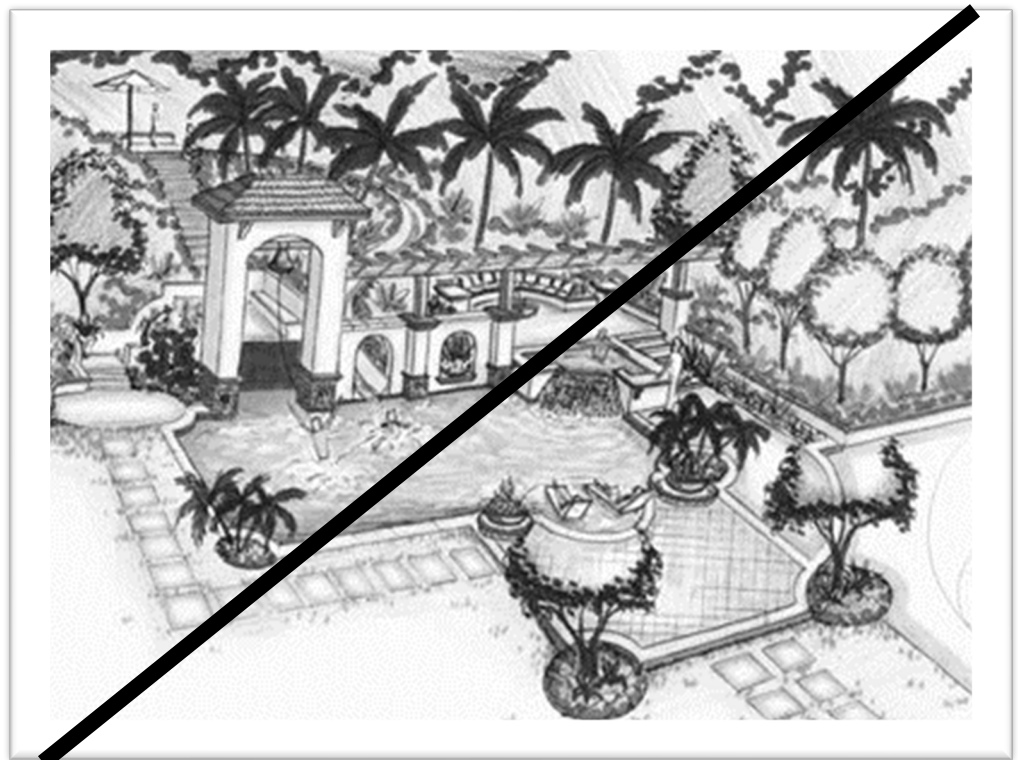
C. Example of Plot Plan

Shows a singular piece of land.
Points out existing structures on
the land and other features.



D. Example of a Rendering.

A drawing or computer generated image that **cannot** be used as alternate to Construction Details.





Ranch Association Office use only:

MTN _____

Review Fee \$ _____ paid by:

Credit Card Check # _____

Date Paid _____

Received by (initials) _____

Landscape and/or Hardscape 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** _____

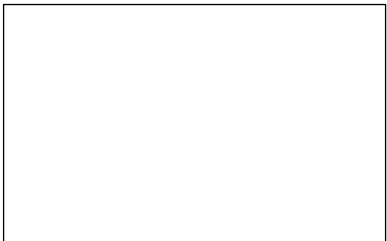
I have read the Modification Submittal Instructions and Review Process and Submittal Requirements, and I understand that my modification submittal herewith may be considered incomplete; or may not be accepted if there are any outstanding T&D or community standard violations.

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 Fee Worksheet for Landscape and/or Hardscape Modifications

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. _____

Project Area (check all that apply): Front Yard Back Yard Courtyard Side Yard

Landscape Remodel with or without Pool and/or Spa (all pool and/or spa modifications require a landscape plan).

Group 1	Minimum	Add for <input type="checkbox"/> Pool	Add for <input type="checkbox"/> Spa			
<input type="checkbox"/> Major Landscape 31 or more plantings	\$400	\$300	\$200			
<input type="checkbox"/> Minor Landscape 30 or less plantings	\$350	\$300	\$200			
					Subtotal ▷	

Hardscape Elements (Use Add on if hardscape element is included in a landscape remodel, otherwise use No Landscape fee).

Group 2	No Landscape	Add on		
<input type="checkbox"/> Ramada	\$300	\$200		
<input type="checkbox"/> Water Feature	\$300	\$200		
Maximum (i.e., Ramada and Water Feature)	\$300	\$200		
				Subtotal ▷

Group 3	No Landscape	Add on		
<input type="checkbox"/> Arroyo	\$200	\$100		
<input type="checkbox"/> BBQ	\$200	\$100		
<input type="checkbox"/> Firepit	\$200	\$100		
<input type="checkbox"/> Fireplace	\$200	\$100		
<input type="checkbox"/> Landscape Lighting	\$200	\$100		
<input type="checkbox"/> Patio	\$200	\$100		
<input type="checkbox"/> Pergola	\$200	\$100		
<input type="checkbox"/> Play Equipment	\$200	\$100		
<input type="checkbox"/> Walkway / Pathway	\$200	\$100		
Maximum	\$900	\$450		
				Subtotal ▷

Group 4	No Landscape	Add on		
<input type="checkbox"/> Gate/Fence	\$300	\$200		
<input type="checkbox"/> Retaining Wall	\$300	\$200		
<input type="checkbox"/> Driveway	\$300	\$200		
Maximum	\$450	\$300		
				Subtotal ▷

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.**