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# Section Seven - Design Review Process and Construction Procedures





## Design Review Process Overview

Each Home will express its own individual charm, and by its design and placement will also add to the Arcadia at Silverleaf character. The Design Review Process was created to provide Homeowners and Home-builders the tools and information they need to fully achieve Arcadia at Silverleaf neighborhood goals.

### Step 1: Arcadia at Silverleaf Style Selection Seminar

This first meeting will include a presentation by the Developer of the design philosophy for the Home and site, including the goals and character of the entire Community. The Style Selection Seminar is required for all future Homeowners, design professionals, and Builders. The intent of this meeting is to introduce design goals for the Community, review the process for design and submittals, and present the key issues each Homeowner and design team will need to be aware of and address prior to commencement of design. The core set of topics covered during the Style Selection Seminar include:

- The Design Review Process for Arcadia at Silverleaf
- The overall character of the neighborhood and Community
- Arcadia at Silverleaf architectural Styles
- The basic tenets of architectural composition and design
- Site planning principles
- Landscape and lighting design

### Step 2: Orientation Meetings

After the Homeowner and design team have been introduced to the character of the Community, the Homeowner, Builder, and design professionals will schedule the first of a minimum of three initial design meetings with the Design Review Manager for Arcadia at Silverleaf. The design meetings are required for the Homeowner and design team. The Design Review Manager will help prepare the applicant for a successful Preliminary Design Submission.

#### Meeting 1: Introductory Meeting

- Discussion of Lot opportunities, constraints, and site-specific restrictions.
- Discussion of the Owners' preferences for design Style selection and the compatibility of the selected Style with the Home Site.

#### Meeting 2: Concept Design

- Discuss site planning and grading issues.
- Review Style selection. Homeowners must declare which architectural Style they are pursuing. Architectural Style selection is the determining factor for all other design issues.
- Review massing and spatial organization of Home in diagram only.
- Review hardscape elements (including pools, terraces, and site walls).
- Landscape concepts shall be presented (turf areas, Garden areas, formal tree placements, etc.).
- Review 404 staking (if applicable).

#### Meeting 3: Massing Review

Discussion and review of a massing model (solid foam, foam core, or cardboard) or 3D computer graphic modeling showing all sides of the Home. This model will demonstrate an understanding of the fundamental massing issues unique to each Style. Approval of the massing model by the Design Review Manager is required before proceeding to Preliminary Design Review.

### Step 3: Preliminary Design Review

After the Design Review Manager recommends a design for submission, the applicant may prepare for Preliminary Design Review. The recommendation of the Design Review Manager does not constitute approval or guarantee approval of a design by the Covenant Commission. The Preliminary Design Review consists of two parts: architecture and conceptual landscape. The Covenant Commission will review complete submissions and respond with comments on site, grading, architectural massing, stylistic character, and other criteria described in the Arcadia at Silverleaf Design Guidelines. After receiving a response from the Covenant Commission, the design team will:

- Evaluate the comments of the Covenant Commission and make changes and modifications as necessary.
- Respond in writing in the same point-by-point format.

### Step 4: Final Design Review

After receiving the Covenant Commission's approval of the Preliminary Design, the applicant may prepare a Final Design Submission. The Covenant Commission will review complete submissions for resolution of outstanding issues. After receiving a response from the Covenant Commission, the design team will:

- Evaluate the comments of the Covenant Commission and make changes and modifications as necessary.
- Respond in writing in the same point-by-point format to address all unresolved issues.

### Step 5: Certificate of Covenant Compliance

Once the Final Design Review comments are resolved and the following items are received by the Ranch Offices, the Covenant Commission will issue a Certificate of Covenant Compliance. This certificate is required prior to applying for a City of Scottsdale building permit. At the discretion of the Covenant Commission, a Certificate of Covenant Compliance may be issued with conditions. The required items are:

- A recorded copy of the NOS (Natural Open Space) declaration form
- A digital copy of the site plan on disk
- Builder bond (refer to Builder agreement)
- Proof of Builder's insurance (refer to Builder agreement)
- 404 Builder bond, if required

### Step 6: Construction

Construction may begin once the Certificate of Covenant Compliance and a construction permit from the City of Scottsdale are secured. During construction, the following must occur:

- Schedule a preconstruction meeting with the Design Review Manager.
- Fence building setback area and rope off street shoulder.
- Conduct structured wiring inspections.
- Submit to on-site color/material inspection of house colors, roof materials, stone, and so on.

### Step 7: Certificate of Construction Approval

After the completion of construction and once the following items are resolved, the Covenant Commission will issue a Certificate of Construction Approval:

- Final architecture and landscape inspection to verify whether construction complies with the Certificate of Covenant Compliance (all outstanding issues must be resolved).
- Nighttime lighting inspection.
- Bond refunds (as applicable).

## Preliminary Design Submission Requirements

Architecture portion of the Preliminary Design Submission:

1. **Preliminary Design Submission Forms PR.1 and PR.2:** completed and signed.
2. **Drawings:** Include one (1) full-size set of the following Preliminary Documents (24" x 36" maximum):
  - a) **Boundary and Topography Survey:** Show all existing conditions and constraints, including but not limited to: easements, tracts, 404 corridors, and adjacent land use within one-hundred (100) feet of the perimeter of the Lot.
  - b) **Civil Site Plan:** Indicate conceptual grading and drainage and clearly show all existing and proposed grades at one (1) foot intervals. Include building footprint, proposed pad levels, finish floor levels, retaining walls, top of wall heights, flood zone information, slope stabilization or channelization concepts, drainage flow direction, and other pertinent information. Also show and label all existing walls, structures, and trees within twenty (20) feet of the property line on all sides.
  - c) **Architectural Site Plan:** Portray building and all physical features to be built, including but not limited to: building footprint; above- and below-ground utility equipment locations; special paving; street and pedestrian lighting; path and trails; signage, if allowed; walls or fences; and so on. A chart must be provided on the architectural site plan that identifies the following: Lot type, Lot size, total square feet of conditioned space and under roof, original building setbacks, and proposed architectural Style.
  - d) **Floor Plans:** Show all proposed structures, portraying all typical Improvements within the property lines. Indicate all proposed walls and fences and utility equipment locations, noting proposed heights for all elevation options (at 1/8" or 1/4" = 1'-0").
  - e) **Exterior Elevations:** Submit elevations of all sides of all structures that clearly show the intended character of the architecture. Indicate site walls, natural grade, and proposed grade on all elevations (either provide separate elevations or indicate walls with a dashed line). Additional elevations must be submitted to describe gazebos and other free-standing features of any kind (at 1/8" or 1/4" = 1'-0").
  - f) **Typical Site Sections:** Include at least two (2) sections that show proposed pad levels, retaining walls, site walls, and natural and proposed grades (at 1/8" or 1/4" = 1'-0").
  - g) **Roof Plan:** For all buildings or structures, indicate material, roof slope, and direction of roof shed (at 1/8" or 1/4" = 1'-0").
3. **Reduced Drawings:** Provide two (2) complete sets of all preliminary architectural drawings listed above, reduced to 11" x 17".
4. **Model:** Include a massing model at 1/8" scale, showing proposed grading, site conditions, exterior material indications, and window locations (a highly detailed model is not required).
5. **Sample Board:** Actual samples of all exterior materials must be submitted in either 8 1/2" x 11" or 11" x 17" format. The board must include the following as they apply:
  - a) Exterior finish color(s) and texture (indicate body colors, trim colors, and Light Reflectance Value for each)
  - b) Exterior stone or masonry
  - c) Roof materials
  - d) Window type and color
  - e) Wood stain color
  - f) Fence and wrought iron color
  - g) Paving materials (patio, driveway, walkways, stepping stones, and curb headers)

Landscape portion of the Preliminary Design Submission:

1. **Drawings:** Include one (1) full size set of the following Preliminary Documents (24" x 36" maximum):
  - a) **Landscape Zone Plan:** Clearly indicate all the landscape zones on a site plan. This information may be indicated on a copy of the Hardscape and Shaping Plan described below (at 1/8" or 1/4" = 1'-0").
  - b) **Hardscape and Shaping Plan:** Include the following information on a single sheet (at 1/8" or 1/4" = 1'-0"):
    - Lot lines, easements, and tracts
    - Adjacent Lot information (twenty [20] feet inside of neighboring Lots)
    - Footprint/floor plan or noted finish floor elevations
    - Driveway layout and materials
    - All flatwork (patios, decks, and walkways)
    - Hardscape elements (water features, fireplaces, barbecues, ramada, shade structure, etc.)
    - All walls (showing top and bottom of wall elevations)
    - Colors, finishes, and materials
    - Drainage routes
    - Existing and proposed contours (existing = dashed lines, proposed = solid lines)
    - Provided and proposed building setback areas (if applicable, refer to Plot Plan)
    - Native plant inventory and salvage schedule table (applicable for areas with NOS)

- c) **Conceptual Planting Plan:** Include the following information on a single sheet (full planting plan is required for the Final Design Submission at 1/8" or 1/4" = 1'-0"):
  - Indicate the net landscapable area (yard area less paving, walls, and other hardscaped areas) in square feet.
  - Salvage tree locations (show where all salvage trees from the site prior to grading are intended to be planted).
  - Proposed turf layouts clearly indicating the area in square feet of each turf area.
  - Irrigation and lighting equipment location.
  - Proposed tree and large cactus locations (refer to Plot Plan for street tree type and location).
  - Lighting concepts.
- d) **Details:** All hardscape elements (fireplaces, BBQs, water features, etc.); Arcadia at Silverleaf Standard Notes should be included on the detail and elevation sheet of all landscape submittals. Please contact the Ranch Offices for a list of the current Standard Notes.
2. **Reduced Drawings:** Provide two (2) complete sets of all preliminary landscape drawings listed above, reduced to 11" x 17".

## Final Design Submission Requirements

Architecture portion of the Final Design Submission:

1. **Final Design Submission Forms FN.1 and FN.2:** completed and signed.
2. **Response Letter:** Describe any and all differences between the approved preliminary submission and the final submission documents. Respond in the same point-by-point format as approval letter.
3. **Drawings:** Include one (1) full size set of the following Final Documents (24" x 36" maximum):
  - a) **Civil Site Plan:** Refer to Preliminary Design Submission requirements.
  - b) **Architectural Site Plan:** Refer to Preliminary Design Submission requirements.
  - c) **Floor Plans:** Refer to Preliminary Design Submission requirements.
  - d) **Exterior Elevations:** Refer to Preliminary Design Submission requirements.
  - e) **Typical Site Sections:** Refer to Preliminary Design Submission requirements.
  - f) **Roof Plan:** Refer to Preliminary Design Submission requirements.
  - g) **Construction Details:** Provide all construction details.
  - h) **Architectural Lighting:** Provide specs, locations, and cut-sheets for all lighting to be mounted on the exterior Home.
4. **Reduced Drawings:** Provide two (2) complete sets of all final architectural drawings listed above, reduced to 11" x 17".
5. **Model:** Submit only one (1) of the following (revised from Preliminary Design Submission if substantial changes made):
  - a) **Massing Model and Color Renderings:** Submit a massing model (at 1/8" scale) and detailed color renderings (or elevations) that clearly show the proposed use of materials and colors.
  - or**
  - b) **Detailed Architectural Model:** Show all proposed materials and colors with sufficient architectural detail (at 1/8" scale).

6. **Sample Board:** Submit samples of all exterior materials in 8 1/2" x 11" or 11" x 17" format (revised from Preliminary Design Submission, if substantial changes made). Final approval of colors and materials will occur on-site after samples or panels of forty-eight (48) s.f. each are made available for inspection.
  7. **Structured Wiring Certification Form:** Complete and sign. The attachments to this form may be submitted near the end of construction.
  8. **Hydrology Report:** Prepared by an Arizona-registered civil engineer.
- Landscape portion of the Final Design Submission
1. **Response Letter:** Describe any and all differences between the approved Preliminary Design Submission and the Final Design Submission documents. Respond in the same point-by-point format as the approval letter.
  2. **Drawings:** Include one (1) full-size set of the following final documents:
    - a) **Landscape Zone Plan:** Include all information required for the Preliminary Design Submission.
    - b) **Final Hardscape and Shaping Plan:** Include all information required for the Preliminary Design Submission (make changes as necessary).
    - c) **Final Planting Plan:** Include all information required for the Preliminary Design Submission in addition to the following new items:
      - All proposed trees, cacti, shrubs, and groundcovers drawn at their mature sizes, using symbols that correspond to the plant legend.
      - Plant legend must include plant symbols, botanical names, common names, quantity, sizes, and the zones in which planting will occur.
    - d) **Irrigation Plan:** Identify the location of valves, flush-mounted boxes, wall-mounted equipment, and appurtenances.
    - e) **Lighting Plan:** Identify the location of proposed landscape lighting, transformers or electrical equipment, and methods for screening; provide equipment specifications and cut-sheets including type of fixture, color and finish, voltage, and bulb wattage specifications (at 1/8" or 1/4" = 1'-0").

- f) **Construction Details and Specifications:** All hardscape elements (fireplaces, BBQs, water features, etc.); include the Arcadia at Silverleaf Standard Notes required at Preliminary Design Submission.
3. **Reduced Drawings:** Provide two (2) complete sets of all final landscape drawings listed above, reduced to 11" x 17".

The Final Landscape Design Submission should be the same plans used for construction. The Final Landscape Construction Inspection must reconcile the approved plans to what is actually planted in the field.

## Certificates and Inspections

### Certificate of Covenant Compliance

As described above, after the Final Design Submission approval is issued, the Covenant Commission will issue a Certificate of Covenant Compliance. This is to certify compliance with all procedures and requirements of the Design Review Process. The certificate may contain conditions that must be satisfied prior to the start of construction.

### Color and Material Inspection

The color and material inspection will be conducted when the builder notifies the Covenant Commission that on-site samples are available for review. Samples may be applied to walls or panels of forty-eight (48) s.f. each.

### Structured Wiring Inspections

The builder must call the Ranch Offices for a prewire inspection prior to the installation of dry wall and for a trim-out inspection near the end of construction. For more information on these inspections and wiring standards, contact the Ranch Offices.

### Final Lighting Inspection

**Normal Daily Lighting Concepts:** The Builder must request a nighttime final lighting inspection to verify that the lighting fixtures have been placed in conformance with the approved plan, and that the fixtures have been adjusted for proper aiming.

**Enhanced Lighting Concepts:** In addition to the requirements of the normal daily lighting concepts, the computer control system must be demonstrated to show the difference in the two lighting levels, and prove that the enhanced condition is only for selective use. Alterations to lighting programming may be requested by the Covenant Commission representative.

### Final Construction Inspection

Informal observation will occur during construction. The final construction inspection will occur when the Owner or Builder notifies the Covenant Commission that construction has ended and the site has been cleaned. The final construction inspection will verify that both the architecture and landscape are built according to the approved plans. The Builder shall submit requests for changes in the approved design to the Covenant Commission prior to the final construction inspection.

### Certificate of Construction Approval

After a successful final construction inspection, the Covenant Commission will supply a Certificate of Final Construction Approval. Any outstanding issues must be rectified within the time frames and conditions indicated in the Arcadia at Silverleaf Design Guidelines or other documents with jurisdiction over the work.

## Additional Requirements

1. The Covenant Commission may require submissions to demonstrate compliance with every requirement set forth in this book.
2. All submissions shall comply with the level of detail required in the discretion of the Covenant Commission to evidence compliance with requirements set forth.
3. All conditions set forth in City of Scottsdale Ordinances; the DC Ranch Development Agreement; Community-level studies; applicable planning unit plans, including the approved Environmental Design Master Plan; architectural site plans; Environmental Site Plans; and stipulations of approval relating to any particular portion of Arcadia at Silverleaf remain applicable. The Covenant Commission shall resolve any conflict between these guidelines and the applicable City regulations to carry out the intent of this book.
4. All maintenance provisions as may be required by applicable City ordinances or by the Arcadia at Silverleaf Community Council.

(Please consult with the Design Review Manager during the orientation meeting.)

### Legal Authority

The underlying authority for the Covenant Commission and for the Design Review Process for Arcadia at Silverleaf is a legally binding and enforceable document known as the "Covenant" recorded in the land records of Maricopa County. The Covenant establishes the Covenant Commission and empowers it on both objective and subjective bases, to ensure that the vision for Arcadia at Silverleaf is protected and carried forward in all types of development. The Covenant Commission reserves all authority set forth in the Covenant with respect to approval or disapproval of design submissions; nothing in these Arcadia at Silverleaf Design Guidelines is intended to limit or restrict that authority in any manner whatsoever.

### City Codes and Ordinances

The requirements of the City of Scottsdale and other agencies having jurisdiction over the land exist independently from any DC Ranch or Arcadia at Silverleaf documents or activities of the Covenant Commission. Issuance of a Certificate of Covenant Compliance by the Covenant Commission implies no corresponding compliance with the legally required demands of others. In like manner, no agency approvals, including but not limited to zoning, building permits, or Development Review Board approvals, in any way alter or supercede the rulings of the Covenant Commission.

### Additions or Alterations

While the focus of the review process relates to the initial construction of all elements, concern for the character of the Community is ongoing. Any additions or alterations desired after the initial work has been completed, whether by the original applicant or others, must be submitted for review. Such activities include, but are not limited to, any changes in exterior colors or materials, the additions of awnings not originally approved, and all recreational and ornamental additions. Persons contemplating any such additions should make a request to the Covenant Commission, using the modification form.

## Submission Forms

The following list of submission forms (available from the Ranch Offices/ Covenant Commission) are required for use and to be completed throughout the Design Review Process. This list of forms, and the content within each form, is subject to change at any time, and is provided here for reference only. The list of submission forms are as follows, but not limited to:

- **Preliminary Design Submission:** PR.1 & PR.2—Preliminary Submission Forms; submit to the Ranch Offices.
- **Final Design Submission:** FN.1 & FN.2—Final Submission Forms; submit to the Ranch Offices.
- **Natural Open Space:** NOS.1–NOS.3 (if applicable)—Declaration of Natural Open Space; sign, notarize, and record at the Maricopa County Recorder's office and submit to the Ranch Offices prior to the start of construction.
- **Structured Wiring Certification:** W.1—Structured Wiring Certification Form; submit with attachments to the Ranch Offices.
- **Vendor Access:** VA.1 & VA.2—Authorized employee, subcontractor, and vendor access forms; submit to the gatehouse prior to the start of construction.
- **Modifications:** Modification Form; to be submitted with all proposed exterior modifications to Home or landscape; submit with attachments to the Ranch Offices.