



Ranch Association Office use only:	
MTN _____	
Fee Amount \$ _____	paid by: _____
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check # _____
Received by (initials) _____	

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 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.

***** Allow 60 Days for Review *****

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 DC Ranch Association Modification Department 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 Review Process, Submittal Instructions, and Submittal Requirements documents and I understand that my modification submittal 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.

For DC Ranch Office Use Only

Date of last T&D Inspection _____	Status: <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	Standards Violation <input type="checkbox"/> No <input type="checkbox"/> Yes
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