



## Modification Review and Approval Process

Modification requests are reviewed and approved by the Modification Committee. Modification Committee meetings are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month to review modification submittals. A **complete submittal must be received at least seven business days prior** to the scheduled meeting and any required review fee must be paid prior to being placed on the agenda.

### 1. Initial Review and Consultation

The submittal is first reviewed by the Ranch Association and may require a site visit. The Ranch Association will consult with Covenant Commission if determined necessary.

### 2. Modification Committee Meeting Presentation

If the submittal has been determined to be sufficient, and any required fee has been paid, the submittal will be placed on the agenda for presentation to the Modification Committee for review and decision.

### 3. Decision

Within 3 days after the Modification Committee meeting, you will receive an email with the originally submitted material (which may include added information) and one of the following decision statuses:

- Approved
- Conditionally Approved
- Denied
- Insufficient to Review

#### Revised Plans or Re-Submittal

If a submittal is denied or determined to be insufficient, revised plans or a complete resubmittal may be required. Revised plans/resubmittal will be reviewed by the Director of Exterior Modifications and may be subject to a new modification review fee.

### 4. Decision Review

All Modification Committee decisions are reviewed by the Covenant Commission as required by the CC&Rs. This review stage may take up to an additional 10 days after the notification of decision status.

### 5. Permit

If submittal is approved, a DC Ranch Permit will be issued for construction to commence. Construction must be completed within one year of submittal date. Permits are valid for one year from the date the application was submitted for review. Extensions are available upon request in advance if more time is needed.

### 6. Final Inspection – Required

When the project is complete, the Ranch Association will conduct a final inspection to ensure the modification is complete and compliant according to the approved plans. **The property is considered non-compliant** until the final inspection is performed.