

# **PROCEDURES AND FORMS**

## **Design Review and Construction**

*The procedural information contained herein supersedes the corresponding information and forms in the Design and Construction Manual. For copies of current forms, please contact the DC Ranch Covenant Commission Office at 480-563-3284.*

### **Procedures**

- Design Review Process Overview
- Today's Vision and the Future
- Preliminary Submission Requirements
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- 404 Guidelines
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- Legal Authority
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### **Forms**

Please contact the Covenant Commission at 480-563-3284 to obtain forms that are related to new home design review or modifications to existing homes.

# DESIGN REVIEW PROCESS

**STEP 1:**

**DC Ranch Residential  
Design Seminar**

**STEP 2:**

**Orientation Meeting**

**STEP 3:**

**Preliminary Design  
Review**

**STEP 4:**

**Final Design Review**

**STEP 5:**

**Certificate of  
Covenant  
Compliance**

**STEP 6:**

**Construction**

**STEP 7:**

**Certificate of  
Final Construction  
Approval**

# DESIGN REVIEW PROCESS OVERVIEW

## Step 1: DC Ranch Residential Design Seminar

This seminar presents the DC Ranch philosophy in an informative forum. This seminar is strongly recommended for all future custom homeowners and is mandatory for all design professionals and builders. Some of the topics covered are:

- The design review process at DC Ranch
- The history and master plan for DC Ranch
- Authentic architectural styles
- The basic tenets of architectural composition and design

## Step 2: Orientation Meeting

After selecting an architect and having prepared a conceptual design, you will meet with a member of the design review team at DC Ranch. At this meeting, we will help prepare you for a successful preliminary submission by addressing specific design issues:

- Lot opportunities and restrictions
- Siting and grading issues
- Massing and spatial organization of home
- Architectural style
- Landscape integration
- 404 staking (if applicable)

## Step 3: Preliminary Design Review

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 Design and Construction Manual. After receiving a response from the Covenant Commission, your design team needs to:

- 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 an approval for your preliminary design submission, you may submit a final submission. The Covenant Commission will review complete submissions for resolution of outstanding issues. After receiving a response from the Commission, your design team needs to:

- 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 Review comments are resolved and the following items are received by the Governance Office, the Covenant Commission will issue a ***Certificate of Covenant Compliance***. This Certificate is required prior to applying for a City of Scottsdale Building Permit.

- 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 (refer to builder agreement)

## Step 6: Construction

With the Certificate of Covenant Compliance and a construction permit from the City of Scottsdale, you may begin construction. During construction the following needs to occur:

- Fence building envelope and rope off street shoulder
- On-site color/material inspection of sample house colors, roof materials, stone, etc.
- Landscape preconstruction meeting with Covenant Commission representative prior to landscape installation

## 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***. This Certificate concludes the Design Review process.

- Certification Letter
- Final Construction Inspections (Architecture and Landscape)
- Refund construction deposits (as applicable)

## TODAY'S VISION AND THE FUTURE

The design review process allows for each application to be reviewed on a case-by-case basis at the time of the development. The passage of time will bring new opportunities for greater insights and improved methods and materials. The basic philosophy of creating a sense of community is timeless; however, the ways and means of doing so will continue to change. While the vision of DC Ranch as becoming the finest master planned community will remain constant, the governing document (The Covenant) authorizes amendments to the Community Design Manual. This anticipatory provision is made to take advantage of the evolving opportunities and technologies which will occur throughout the period of the community's growth and development.

## PRELIMINARY SUBMISSION REQUIREMENTS

*(Refer also to Submission Checklists)*

### **Architecture Portion of Preliminary Submission:**

1. Design Review Fee check, payable to DC Ranch Covenant Commission. Contact the Covenant Commission to determine the current fee. A list of Design Review Fees is also posted on [www.dcranchnet.com](http://www.dcranchnet.com) > Community Management > Covenant Commission > Document Library.
2. \* **One full-size set** (24" x 36" maximum at 1/8" or 1/4"=1'-0") ***and***  
\* **Two reduced sets** (11" x 17") of the drawings listed below:
  - a) **Boundary and Topography Survey** – Show all existing conditions, including but not limited to, easements, tracts, 404 corridors, and adjacent land use within 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-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.
  - c) **Architectural Site Plan** – Portray building and all physical features to be built, including but not limited to: above and below ground utility equipment locations, special paving, street and pedestrian lighting, paths and trails, mailbox units, signage if allowed, walls or fences, etc. Any nonstandard DC Ranch improvement must be submitted for approval.
  - d) **Floor Plans** – Show all proposed structures, portraying all typical improvements within the property lines. Indicate all proposed walls, fences, and utility equipment locations, noting proposed heights, for all elevation options.
  - 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 freestanding features of any kind.
  - f) **Typical Site Sections** – Include at least two sections that show proposed pad levels, retaining walls, site walls, and natural and proposed grades.
  - g) **Roof Plan** – for all buildings or structures. Indicate material, roof slope, and direction of roof shed.

3. **Model** – include a massing model at 1/8” scale, showing proposed grading, site conditions, exterior material indications and window locations.
4. **Sample Board** – Actual names of all exterior materials submitted on either **8-1/2” x11” or 11”x17”** format. The board must include the following as they apply:
  - a) Exterior finish color(s) and texture (indicate body colors, trim colors and LRV)
  - 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 and driveway)

**Landscape Portion of Preliminary Submission:**

1. \* **One full-size set** (24” x 36” maximum at 1/8” or 1/4”=1’-0”) **and**  
\* **Two reduced sets** (11” x 17”) of the drawings listed below:
  - a) **Hardscape and Shaping Plan** – Include the following information:
    - Plot Plan or Civil Site Plan Information (whichever applies)
    - Lot Lines, Easements and Tracts
    - Adjacent Lot Information (10’ inside of neighboring lots)
    - Footprint/Floor Plan or Unit Type
    - Driveway Layout and Materials
    - All flatwork and materials (patios and decks)
    - Hardscape elements
    - All walls (showing top and bottom of wall elevations)
    - Drainage routes
    - Street tree locations (if applicable)
    - E.S.P. information (Environmental Site Plan)
    - Existing and proposed contours (existing=dashed lines, proposed=solid lines)
    - Provided and proposed building envelopes (as they appear on the Architectural Site Plan)
    - Native plant locations and inventory in table form.
  - b) **Conceptual Planting Plan** – Include the following information:
    - Salvage tree locations (Show where all salvage trees from the site prior to grading are intended to be planted.)
    - Proposed turf layouts
    - Irrigation and lighting equipment location
    - Proposed tree and large cactus locations

***(A full planting plan will be required at Final Submission)***

c) **Details** – all hardscape elements (fireplaces, BBQs, water features, etc.). The following DC Ranch Standard Landscape Notes should be included on the detail and elevation sheet of all landscape submittals:

- All disturbed areas will be revegetated at a density of 40 plants per 1000 square feet. The plants used for revegetation should match the species of those existing naturally within the closest adjacent undisturbed area.
- All introduced plants must be irrigated with an automatic drip irrigation system that is completely buried and tied in to an electrical controller.
- All trees requiring support shall be staked properly utilizing double stake assemblies or guy assemblies.
- All wall-mounted equipment shall be painted to match the wall the equipment is mounted on.
- All landscape lighting fixtures shall be set so the source of light cannot be seen from any neighboring property.
- All finished grades will be adjusted to one inch below the top of sidewalks and driveways.
- All drip emitters will be trimmed and adjusted to the level of finished grade.
- All drainage patterns established by the Civil Engineer will be maintained throughout the landscaping process.
- All disturbed areas will be topdressed utilizing the DC Ranch “Desert Pavement”. The cobble rock, which makes up the “Desert Pavement” shall be tamped in to the grade.
- All Salvaged trees that do not survive the construction period must be replaced with like type and size.
- No espaliers on view fence
- No access is allowed through the common areas or the Natural Open Space. Access is only permitted through the building envelope.

2. **Turf Calculation Table (if applicable)** - shown on the Planting Plan

## **PRELIMINARY SUBMISSION REVIEW**

When all materials have been received and appear to be acceptable, the Covenant Commission will review the Preliminary Submission. Should the submission be incomplete or otherwise unacceptable, the applicant will be notified accordingly.

The Covenant Commission may conditionally approve the submission based on conditions relating to a particular issue of design. These conditions may include specific elevations, building heights, wall details, and other such conditions that the Covenant Commission may deem necessary to further the design goals for the community. Should the plans and related information be in complete compliance with the Community’s Guidelines, written approval of the Preliminary Submission will be issued.

Any applicable sections of Schedule G, Section 3 of the Amended Development Agreement must be complied with in addition to the requirements listed herein.

# FINAL SUBMISSION REQUIREMENTS

*(Refer also to Submission Checklists)*

## **Architecture Portion of Final Submission:**

1. **Response Letter** – Describe any and all differences between the approved preliminary submission and the final submission documents. Please respond in the same point-by-point format as your approval letter.
2. \* **One full-size set** (24" x 36" maximum at 1/8" or 1/4"=1'-0") **and**  
\* **Two reduced sets** (11" x 17") of the drawings listed below:
  - a) **Civil Site Plan** – Refer to preliminary submission requirements
  - b) **Architectural Site Plan** – Refer to preliminary submission requirements
  - c) **Floor Plans** – Refer to preliminary submission requirements
  - d) **Exterior Elevations** – Refer to preliminary submission requirements
  - e) **Typical Site Sections** – Refer to preliminary submission requirements
  - f) **Roof Plan** – Refer to preliminary submission requirements
  - g) **Construction Details** – Provide all construction details
3. Submit *only one* of the following (revised from preliminary submission if substantial changes were 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).
4. **Sample Board** – Submit samples of all exterior materials on **8-1/2"x11" or 11"x17"** format (revised from Preliminary if substantial changes were made). Final approval of colors will only occur after colors are painted on sample walls or panels of 48 square feet each to be reviewed and then field-approved on site.
5. **Hydrology Report** – prepared by an Arizona-registered civil engineer.

## **Landscape Portion of Final Submission:**

1. **Response Letter** - Describe any and all differences between the approved preliminary submission and the final submission documents. Please respond in the same point-by-point format as your approval letter.
2. \* **One full-size set** (24" x 36" maximum at 1/8" or 1/4"=1'-0") **and**  
\* **Two reduced sets** (11" x 17") of the drawings listed below:
  - a) **Final Hardscape and Shaping Plan** – Please include all information required for the preliminary submission (make changes as necessary).



- b) **Final Planting Plan** – Please include all information required for the preliminary submission (make changes as necessary) **and the following new item:**
  - All proposed trees, cacti, shrubs and groundcovers drawn at their mature sizes using symbols that correspond to the plant legend.
- c) **Irrigation and Lighting Plan** – Identify the location of any 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.
- d) **Construction Details and Specifications** – all hardscape elements (fireplaces, BBQs, water features, etc.). Please include the standard notes required at preliminary submission.

3. **Turf Calculation Table (if applicable)** –shown on the Planting Plan.

***The final landscape submittal should be the same plans used for construction. The final landscape walk-through will need to reconcile the approved plans to what is actually planted in the field.***

## **FINAL SUBMISSION REVIEW**

Review and approval of the Final Submission will follow the same procedure as the Preliminary Submission. In addition to all other jurisdictional requirements, no construction of any kind may start until a Certificate of Covenant Compliance has been issued by the Covenant Commission.

As in the Preliminary Submission, the Covenant Commission may conditionally approve the submission based on conditions relating to a particular issue of design. These conditions may include specific elevations, building heights, wall details and other conditions that the Covenant Commission may deem necessary to further the design goals for the community.

As in the Preliminary Submission, the applicable sections of Schedule G, Section 3 of the Amended Development Agreement must be complied with in addition to requirements listed herein.

## **404 GUIDELINES**

Certain lots in DC Ranch may be encumbered with a wash that is classified by the Army Corps of Engineers as a Section 404 wash. 404 wash limits are a design constraint which must be accurately established prior to beginning your design, much like a property line. Lot plans indicate the presence (but not the definitive location) of a 404 wash. The actual determination of the location and limits of the 404 wash must be determined in the field by a qualified design professional. Design professionals and contractors must read the 404 permit, mitigation plan, Environmental Design Master Plan, and walk the site to determine actual 404 wash limits.

### **Identifying and Staking a 404 Wash**

1. The 404 wash line is determined by establishing the edge of the sandy bottom wash (typically defined by the bank established by ordinary high flows), plus an additional 10 to 12 feet of width from the edge of the bank known as the mitigation zone. (This additional 12 feet

supports the bank due to the higher density of vegetation.) The vegetation along the bank also acts as a biological corridor.

2. The 404 wash line should be staked in the field by your design professional and reviewed in the field with a Covenant Commission representative. (This meeting shall be scheduled through the Governance Office).
3. After the 404 wash staking has been reviewed (and modified, if necessary), the stakes should be surveyed by your civil engineer.
4. The survey should then be placed as a constraint on your plot plan as well as all other design and construction documents.
5. The plot plan should be certified by your design professionals as accurately representing the field-determined 404 wash line, with confirmation that the design respects the 404 wash constraint.
6. Your design professional must consider constructability when the design is in close proximity to the 404 wash line. Temporary construction disturbance is prohibited beyond the 404 wash line.

### **Crossing a 404 Wash**

1. If access to your building envelope (i.e., driveway, walkway, utilities) requires the crossing of a 404 wash, your design must minimize permanent disturbance to the wash and fully repair and replace any temporary construction disturbance. Excessively wide crossings will not be permitted.
2. Because the permit to cross the 404 wash is provided by DC Ranch, your design professional must submit the following information to the Covenant Commission when crossing a wash. The information will subsequently be provided to the Army Corps of Engineers. All information must be provided in 8½" x 11" sheets.
  - a. Plan view of the proposed improvements across the wash
  - b. Profile of the proposed improvements crossing the wash
  - c. Section of the proposed improvements crossing the wash
  - d. Calculations showing the full (temporary and permanent) area of disturbance
  - e. Calculations showing the area of permanent disturbance
  - f. Calculations from your design professional showing that the proposed improvements maintain low and ordinary high flows through the 404 wash
  - g. Your final plans must include full repair (shaping, revegetation, and irrigation) of temporary construction impacts.
  - h. A \$5,000 bond, made payable to the Covenant Commission, is required to insure compliance with the permit to cross a 404 wash.

### **Construction**

1. No work is allowed within a wash unless permitted. If in doubt, ask!
2. A \$5,000 bond, made payable to the Covenant Commission, is required to insure compliance with the 404 requirements.
3. Wash corridors cannot be used as transportation corridors or haul routes, etc.
4. Stockpiles, debris, dams, etc., cannot be placed within the washes at any time. Even minor small mounds of dirt (from crossing a wash) must be knocked down so as not to impede any amount of flow.
5. Road and utility crossings, which have been permitted, must minimize construction disturbance impacts.

6. Chain link construction fencing must be provided along any 404 wash corridor where adjacent construction will occur.
7. All Superintendents, Foremen, Laborers and Subcontractors must be informed of these rules.

## **CONSTRUCTION FENCING**

All new custom home starts are required to be properly fenced as described below. This measure will contain construction debris and limit disturbance to NOS (Natural Open Space). Fencing must be installed prior to the salvage or grubbing stages of construction.

1. All approved building envelopes must be fenced with an eight-foot cyclone fence clad with 80% shade cloth. The fence is not to exceed the limits of the building envelope as described on your approved NOS form.
2. All improvements must occur within the fenced area.
3. Construction fencing should be maintained in a straight and orderly condition throughout the construction period.
4. Attention should be given to the layout and geometry of the gate so that all construction access can be facilitated.
5. All driveways, dumpsters, salvaged plants and portable toilets need to be housed within the fenced perimeter.
6. Please continue to rope off your property along the street to prevent damage to the landscape on the street shoulder.

## **COLOR/MATERIAL INSPECTION**

The color/material inspection will be made when the owner or builder notifies the Covenant Commission that samples have been applied to the house. Samples may be applied to walls or panels of 48 square feet each.

## **CERTIFICATION LETTER**

A letter shall be provided to the Covenant Commission that shall include a notarized confirmation which states that everything has been built in strict conformance to the approved Final Submittal. It must also include a registered engineer's confirmation that the actual floor and roof elevations have been built per the approved drawings.

## **FINAL CONSTRUCTION INSPECTION**

Informal observation will go on during construction. The final inspection will be made when the owner or builder notifies the Covenant Commission that construction has ended and the site has been cleaned. The final inspection will verify that both the architecture and landscape were built according to the approved plans.

## **CERTIFICATE OF CONSTRUCTION APPROVAL**

After a successful final architecture and landscape inspection, the Commission will supply a Certificate of Final Construction Approval. Any outstanding issue must be rectified within the time frames and conditions as spelled out in the DC Ranch Governance Documents having jurisdiction over the work.

## **ADDITIONAL REQUIREMENTS**

1. The Covenant Commission may require submissions to evidence compliance with each and every requirement set forth in this book.
2. All submissions shall comply with the level of detail necessary in the discretion of the Covenant Commission to evidence compliance with requirements set forth.
3. All conditions set forth in the City of Scottsdale ordinances, the Development Agreement, the Community Level Studies, applicable Planning Unit Plans, including approved Environmental Design Master Plan, Environmental Site Plans, and stipulations of approval relating in particular to any particular portion of DC Ranch 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 approvals or by the DC Ranch Community Council.