

# DC Ranch Commercial Design Guidelines

## Design Review Process

### **Step 1: Concept Phase**

The Owner will develop a conceptual design for the parcel which shall be presented to the Covenant Commission for evaluation. In developing the conceptual design for the parcel, topics to discuss with the Covenant Commission include:

- Parcel opportunities, constraints and site specific restrictions.
- Design Style selection and the compatibility of the selected Style with adjacent property.
- Siting and grading.
- Massing and site organization.
- Hardscape elements (including pools, terraces, site walls, etc.).
- Landscape concepts including turf areas, garden areas, tree placements, lighting with photometric calculations, etc.

### **Step 2: Preliminary Design Review**

After the Covenant Commission approves the Concept Design, the applicant may prepare for Preliminary Design Review Submission.

#### ***For the Civil and Architecture Portion of Preliminary Submission:***

Include one full-size set (30" x 42" max) and two reduced sets (11" x 17") of the following Preliminary drawings:

1. **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.
2. **Civil Engineering Plans – Grading and Drainage and Improvement Plans** - Indicate conceptual grading and drainage and clearly show all existing and proposed grades at one-foot intervals. Include paving, 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 improvements for storm water including on site detention, water and sewer design and other pertinent information.
3. **Architectural Renderings** – portray typical building prototypes and show streetscape views from all bordering streets. Show special amenity areas.
4. **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, walls or fences, trash, site amenities, etc.
5. **Floor Plans** – Show all proposed structures, portraying all typical improvements within the property lines.

6. **Exterior Elevations** – Submit elevations of all sides of all structures that clearly show the intended character of the architecture. Additional elevations must be submitted to describe secondary structures, and other freestanding features of any kind.
7. **Typical Site Sections** – Include site sections that show proposed pad levels and outline of structural mass, retaining walls, site walls, natural and proposed grades, height limits and compliance with height limits.
8. **Roof Plan** – for all buildings or structures. Indicate material, roof slope, and direction of roof shed. This would include typical Roof Plans for prototypical buildings plus roof over topography on a site plan may be needed to demonstrate compliance with height limitations.

**Sample Board** – Actual samples with manufacturer and names of all exterior materials submitted on a sample board. The board must include the following as they apply:

- All exterior finish materials with color(s) and texture (indicate LRV)
- Exterior stone or masonry
- Trim materials
- Roof materials including sloped and flat roof areas
- Window and door type and color
- Wood stain color
- Fence and wrought iron color
- Paving materials (patios, walkways, driveways, roadways and parking areas)

***For the Landscape Portion of Preliminary Submission:***

Include one full-size set (30” x 42” max) and two reduced sets (11” x 17”) of the following Preliminary drawings:

1. **Hardscape and Shaping Plan** – Including civil site plan information; property lines, easements and tracts; adjacent property information; footprint/floorplan or unit type; road and driveway layout and materials; all flatwork and materials (walkways, patios and decks); hardscape elements; all walls (showing top and bottom of wall elevations); drainage routes; street tree locations (if applicable); existing and proposed contours (existing=dashed lines, proposed=solid lines) and native plant locations and inventory in table form.
2. **Conceptual Planting Plan** – Including tree and large cactus locations; proposed turf layouts and irrigation and lighting equipment locations. *(A full planting plan will be required at Final Submission.)*
3. **Irrigation and Lighting Plan** – Identify the location of all proposed landscape and site 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.
4. **Details** – all hardscape elements (courtyards, fireplaces, BBQs, water features, etc.).
5. **Turf Calculation Table** (if applicable), shown on the planting plan.

The following **Standard 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 areas.
- 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 upon which it is mounted.
- 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 1” below the top of sidewalks and driveways.
- All drip emitters shall 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.
- All salvaged trees that do not survive the construction period must be replaced with like type and size.

The Covenant Commission will review complete submissions and respond with comments on site, grading, architectural massing, stylistic character and other criteria described in the 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 and respond in writing in the point-by-point format of the review response.

### **Step 3: Final Design Review**

After receiving the Covenant Commission’s approval of the Preliminary Design, the applicant may prepare a Final Design Submission.

#### ***For the Civil and Architecture Portion of the Final Submission:***

**Response Letter** – Respond to the Preliminary Review comments in the same point-by-point format as the approval letter. Describe any and all differences between the approved preliminary submission and the final submission documents.

Include one full-size set (30” x 42” maximum) and two reduced sets (11” x 17”) of the following Final drawings:

1. **Civil Plans** – Refer to preliminary submission requirements.
2. **Architectural Site Plan** – Refer to preliminary submission requirements.
3. **Floor Plans** – Refer to preliminary submission requirements.

4. **Exterior Elevations** – Refer to preliminary submission requirements.
5. **Typical Site Sections** – Refer to preliminary submission requirements.
6. **Roof Plan** – Refer to preliminary submission requirements.
7. **Construction Details** – Provide all construction details.

**Sample Board** – Submit samples of all exterior materials (revised from Preliminary Submission if substantial changes were made). Please include LRV information. Final approval of materials and colors will only occur after sample mock-ups are made on site to be reviewed and then field-approved.

**Hydrology Report** – prepared by an Arizona-registered Civil Engineer.

***For the Landscape Portion of Final Submission:***

**Response Letter** - Respond to the Preliminary Review comments in the same point-by-point format as the approval letter. Describe any and all differences between the approved preliminary submission and the final submission documents.

Include one full-size set (30" x 42" maximum) and two reduced sets (11" x 17") of the following Final drawings:

1. **Final Hardscape and Shaping Plan** – Please include all information required for the preliminary submission (make changes as necessary).
2. **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.
3. **Irrigation and Lighting Plan** – Identify the location of any proposed landscape and site 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.
4. **Construction Details and Specifications** – All hardscape elements (fireplaces, BBQs, water features, etc.). Please include the Standard Notes required at preliminary submission.
5. **Turf Calculation Table** (if applicable), shown on the planting plan.

Include the same **Standard Notes** on the detail and elevation sheet that were required for the preliminary submission.

The Declarant 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 Declarant and make changes and modifications as necessary and respond in writing in the same point-by-point format to address all unresolved issues.

#### **Step 4: Certificate of Compliance**

Once the Final Design Review comments are resolved, the Covenant Commission will issue a Certificate of Compliance.

#### **Step 5: Construction**

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

- Schedule a preconstruction meeting with the Declarant.
- Fence the Parcel.
- On-site color/material inspection of house colors, roof materials, stone, and so on.



THE COVENANT COMMISSION
Preliminary Design Review Application – Commercial Projects

PR-1

Date: \_\_\_\_\_

Parcel No.: \_\_\_\_\_ Pad/Lot No.: \_\_\_\_\_

Owner: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
Email: \_\_\_\_\_

Builder: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

Landscape Contractor: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

Architect: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

Civil Engineer: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

SITE INFORMATION:

Lot Size: \_\_\_\_\_ s.f.
Original Building Envelope (if applicable): \_\_\_\_\_ s.f.
Proposed Building Envelope (if applicable): \_\_\_\_\_ s.f.

BUILDING INFORMATION:

Architectural Style: \_\_\_\_\_
Enclosed Conditioned: \_\_\_\_\_ s.f.
Enclosed Unconditioned: \_\_\_\_\_ s.f.
Total Under Roof: \_\_\_\_\_ s.f.

I, the undersigned, as Owner or authorized Agent of the Owner, hereby certify to the DC Ranch Covenant Commission the following:

- 1. That exterior lighting will be consistent with the approved submissions and be low-level, thereby not causing illumination "hot-spots" or other undesirable intensity or glare as visible from surrounding properties either from exterior or interior lighting sources.
2. That all paint colors and other exterior material representations approved from submittal materials will not be changed without written notification and subsequent re-approval of such materials prior to installation.

Signature of Owner or Owner's Agent (required)

Date

Signer's Name (Printed)



Date: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Pad/Lot No.: \_\_\_\_\_

The following checklist is intended to serve as a guide for Preliminary Submission to the DC Ranch Covenant Commission. All of the following items must be included to constitute a complete Preliminary Submission. Only complete submissions that include both the Architecture and Landscape portions will be accepted for review. *For detailed information concerning the following checklist, please refer to the applicable Design Guidelines.*

- Completed and signed Preliminary Submission Form PR-1.**

**ARCHITECTURE SUBMISSION**

- Design Review Fee check, payable to DC Ranch Covenant Commission** (*Contact the Covenant Commission for the amount of the fee.*)

**Preliminary Documents:**

- **One (1) full-size set** of the following drawings (24" x 36" maximum) ***and***
- **Two (2) reduced sets** of the following drawings (11" x 17")
  - Boundary and Topography Survey
  - Civil Site Plan
  - Architectural Renderings
  - Architectural Site Plan
  - Floor Plans
  - Exterior Elevations
  - Typical Site Sections
  - Roof Plan
  - Construction Details
- Sample Board** (Include actual samples of all exterior materials in 8-1/2"x11" or 11"x17" format.)

**LANDSCAPE SUBMISSION**

**Preliminary Documents:**

- **One (1) full-size set** of the following drawings (24" x 36" maximum) ***and***
- **Two (2) reduced sets** of the following drawings (11" x 17")
  - Final Hardscape and Shaping Plan
  - Conceptual Planting Plan
  - Details and Specifications



THE COVENANT COMMISSION
Final Design Review Application – Commercial Projects

FN-1

Date: \_\_\_\_\_

Parcel No.: \_\_\_\_\_ Pad/Lot No.: \_\_\_\_\_

Owner: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
Email: \_\_\_\_\_

Builder: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

Landscape Contractor: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

Architect: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

Civil Engineer: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_
City/ST/ZIP: \_\_\_\_\_
Phone: \_\_\_\_\_
Cell: \_\_\_\_\_
Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_

SITE INFORMATION:

Lot Size: \_\_\_\_\_ s.f.
Original Building Envelope (if applicable): \_\_\_\_\_ s.f.
Proposed Building Envelope (if applicable): \_\_\_\_\_ s.f.

BUILDING INFORMATION:

Architectural Style: \_\_\_\_\_
Enclosed Conditioned: \_\_\_\_\_ s.f.
Enclosed Unconditioned: \_\_\_\_\_ s.f.
Total Under Roof: \_\_\_\_\_ s.f.

I, the undersigned, as Owner or authorized Agent of the Owner, hereby certify to the DC Ranch Covenant Commission the following:

- 1. That exterior lighting will be consistent with the approved submissions and be low-level, thereby not causing illumination "hot-spots" or other undesirable intensity or glare as visible from surrounding properties either from exterior or interior lighting sources.
2. That all paint colors and other exterior material representations approved from submittal materials will not be changed without written notification and subsequent re-approval of such materials prior to installation.

Signature of Owner or Owner's Agent (required)

Date

Signer's Name (Printed)





**THE COVENANT COMMISSION**  
**Final Design Review Checklist – Commercial Projects**

**FN-2**

Date: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Pad/Lot No.: \_\_\_\_\_

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- Completed and signed Preliminary Submission Form FN-1.**

**ARCHITECTURE SUBMISSION**

- Design Review Fee check, payable to DC Ranch Covenant Commission** (If not provided with Preliminary Submission. Contact Covenant Commission for fee amount.)
- Response Letter** (if a preliminary submission was made) – Describe the differences between the approved Preliminary Submission and the Final Submission documents. Please respond in the same point-by-point format as your preliminary comments letter.

**Final Documents:**

- **One (1) full-size set** of the following drawings (24" x 36" maximum) **and**
- **Two (2) reduced sets** of the following drawings (11" x 17")
  - Boundary and Topography Survey
  - Civil Site Plan
  - Architectural Renderings
  - Architectural Site Plan
  - Floor Plans
  - Exterior Elevations
  - Typical Site Sections
  - Roof Plan
  - Construction Details
- Sample Board** (revised from Preliminary if substantial changes were made. Include actual samples of all exterior materials in 8-1/2"x11" or 11"x17" format.)

**LANDSCAPE SUBMISSION**

- Response Letter** (if a preliminary submission was made) – Describe the differences between the approved Preliminary Submission and the Final Submission documents. Please respond in the same point-by-point format as your preliminary comments letter.

**Final Documents:**

- **One (1) full-size set** of the following drawings (24" x 36" maximum) **and**
- **Two (2) reduced sets** of the following drawings (11" x 17")
  - Final Hardscape and Shaping Plan
  - Final Planting Plan
  - Details and Specifications