



**Ranch Assn Office use only:**

Credit Card     Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

Received by (initials) \_\_\_\_\_

## Modification Request Form

Submit this form along with the review fee and required supporting materials only. Do not include checklist or fee schedule.  
 Submittal may be dropped off at The Ranch Offices on Market Street or emailed to Director of Modifications Larry.Cowles@DCRanchinc.com.

**Date** \_\_\_\_\_                      **DC Ranch Parcel** \_\_\_\_\_                      **Lot** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Property Owner** \_\_\_\_\_                      **Submitted by** \_\_\_\_\_

**Phone** \_\_\_\_\_                      **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_                      **Email** \_\_\_\_\_

**Signature** \_\_\_\_\_                      **Signature** \_\_\_\_\_

**Submittal Fee \$** \_\_\_\_\_ (refer to *Modification Design Review Fees*). Fee must be received prior to submittal being placed on Modification Committee 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 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.**

**Homeowner Signature** \_\_\_\_\_                      **Date** \_\_\_\_\_

This signature will allow staff member a onetime access to the exterior areas of the property for previously explained purposes. All attempts will be made to contact Homeowner prior to any impending visit. Homeowner, or their representative agent, may send email granting permission.

WHERE APPLICABLE – Homeowner or contractor **must provide a complete landscape and hardscape plan** for the project. See *Submittal Requirements and Supporting Document* for Landscape Plan requirements.

**Supporting documents attached** (check all that apply):

- Drawings                       Product Sample                       Photographs
- Plans & Elevations                       Specifications                       Color Samples

**Please allow 30 days  
for review**

**Describe proposed modifications in detail (use backside if necessary):**

Who will perform the work? \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor License # (if applicable) \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**NOTE: Sub-association approval is required.** Contact the appropriate property manager for submittal procedures if property is located in *The Villas Parcel 1.12, The Villas at Desert Park Village Parcels 1.15/1.16, The Courtyards at Market Street Parcel 2.04, Village at Market Street Parcel 2.07, Villas at Desert Camp Parcel 2.08, Columbia Communities Parcel 4.02, Tapadero Parcel 4.11, The Village at Silverleaf Parcel 5.09A, ICON at Silverleaf Parcel T.4B, or Courtyard at Desert Parks Parcel T.05A&B*. 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.

