



Submittal Requirements and Supporting Documents

Submittal Requirements

1. **Modification Request Form.** Must be filled out completely; missing information may result in your submittal being considered incomplete. Additional tips –
 - Ensure project description is complete.
 - Use correct DC Ranch Parcel Number (not the county assessor's parcel number).
 - Include any known estimated timelines on the form.
 - If a contractor has been selected, indicate that on the form.
2. **Two sets of landscape and/or hardscape plans, detailed drawings, or shop drawings** (one set, if sending through email). The printed version must be 11"x 17" or 8"x11" only. Larger sizes (24"x 36") may accompany these smaller sizes. Ensure all plans are to a particular scale (1/8" = 1' 0", or 1" = 10', or similar appropriate scale). If unsure, contact the Modification Department.
3. **Photographs of existing site area to be modified.** Submitting multiple perspectives is extremely helpful.
4. **Review Fee.** Appropriate review fee must be paid prior to being placed on Modification Committee Meeting agenda. Refer to *Modifications Design Review Fees*.

Supporting Documents

Depending upon the type of modification, either plans and/or drawings are required. Drawings must be to scale. Drawings that are not to scale, or at a scale that is too small, will not be accepted. Renderings or illustrations will not be accepted as substitutions for required hardscape construction details. Photographs of the home as a substitute for architectural drawings may be allowed if dimensions, materials, and other critical information is indicated on the photograph. Written descriptions as a substitute will not be accepted.

Landscape/Planting Changes

A landscape plan is required. The plan must include a plant legend with quantities, container sizes, and ideally both the botanical and common names (images of plants are not required). Please request a neighborhood appropriate *DCR Approved Plant Palette* if needed. *DCR Planting Notes* must be on landscape plan. Request a copy if needed.

New Pool/Pool Remodel Submittals

A landscape plan is required (no exceptions). See Landscape / Planting Changes.

Exterior light fixtures, door, or window modifications

Provide product cut sheets or shop drawings. Be sure dimensions, material, colors, wattage, and lumen are indicated. Provide pictures of existing items being replaced. Use plot plan to indicate where all light fixtures or windows are located.

Architectural additions/changes (e.g., awnings, adding or removing stone, removing columns, etc.).

Architectural elevation drawings required. All materials must be called out. Determine if city submittal required.

Rooftop Solar Panels.

Refer to *Solar Submittal Guideline*. Plans must show location of the panels and all equipment required. Product cut sheets of equipment must be included. Detail of panel installation required, even for flat roofs. Low profile panels. All equipment to be properly screened. Provide a copy of the plans approved by the city and/or utility.

Additional Required Information

- Indicate existing elements on the landscape/hardscape plan, e.g., large shrubs, trees, patios, sidewalks, pool, property walls, property lines, utilities, and the house.
- Show all proposed elements on the plan: planting, hardscape elements, landscape lighting (includes string lights). Include a lighting legend.
- Construction details are required if proposing hardscape elements such as view fence, retaining walls, trellis, fireplace, BBQ, water feature/fountain, pergola/ramada, or any other item that is taller than 12 inches. Be sure dimensions are indicated on the detail. Also include materials, along with colors. Computer renderings of these items will not be accepted as substitutions for the details.
- When applicable, ensure plan includes elevations, dimensions, grading, drainage information, light sources with transformer or power sources, irrigation lines, height of walls, location and names of all landscape elements, location of all other equipment such as A/C unit, pool equipment, satellite dish, shed and distance from walls. Include North arrow, bar scale, and owner information in the legend. Modifications must remain consistent to the current esthetic and style of home and neighborhood.
- Provide product cut sheets (aka sell sheets) which include the manufacturer's specifications and product details such as exact size of material, dimensions (to scale), official name of materials used, color, finish, and how it should be mounted and / or secured. DCR may request an actual sample of a light fixture or patio surface material. The more detailed information submitted the more expedient the approval process.

Optional Information

Maps – Neighborhood Map, Google Earth Map, Plot and Plat Maps.

Permits / Warranties – Copies of all permits that pertain to this modification request may be submitted but are not required.

Payment and Modification Submittals

Modification submittals may be emailed, mailed or dropped off at the Ranch Offices on Market Street.

DC Ranch Association
20551 N Pima Rd, Ste 180
Scottsdale, AZ 85255

Payment by check: Make check payable to *DC Ranch Association*

Payment by credit card
(4% processing charged): Call the Ranch Association at (480) 513-1500