

# The Ranch Homesteads

PO BOX 5720 • MESA, AZ 85211-5720

(480) 649-2017 [www.gothoa.com](http://www.gothoa.com)

## Design Review Application Form

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

Lot # \_\_\_\_\_

### Owner

Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Architect / Designer

Firm: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Contractor / Builder:

Firm: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Civil Engineer:

Firm: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Landscape Architect / Designer:

Firm: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Landscape Contractor:

Firm: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Submittal Type (Check One)

- ☐ Pre – Design Meeting
- ☐ Conceptual Design Submittal
- ☐ Preliminary Design Submittal
- ☐ Building Envelope Submittal (Separate from Preliminary)
- ☐ Final Design Submittal
- ☐ Field Change Submittal
- ☐ Additions / Improvements (Major) Submittal
- ☐ Additions / Improvements (Minor) Submittal

### Project Type (Check One)

- ☐ New Home Build
- ☐ Building Envelope
- ☐ Major Addition (over 500 sf)
- ☐ Minor Improvement (under 500 sf)
- ☐ Landscape Modification Only
- ☐ Solar
- ☐ Exterior Repainting

Description of Submittal: **attach all required items as outlined in Appendix C of the Design Guidelines**

As Owner, I acknowledge and understand the Design Review and Construction Process as outlined in the Design Guidelines and CC&R's.

Signature of Owner: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

*This submission will not be accepted for review without the homeowner's acknowledgement and signature.*

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## Design Review Checklist

### Pre-Design Meeting (2.1)

#### Preliminary Submittal (2.2.1)

- ☐ Site Plan
- ☐ Survey of Lot
- ☐ Ariel Map
- ☐ Brief Narrative
- ☐ Building Envelope Fee (if submitted separate from Preliminary)

#### Preliminary submittal (2.2.2)

- ☐ Site Plan
- ☐ Survey of Lot
- ☐ Ariel Map
- ☐ Brief Narrative
- ☐ Roof plan and floor plans
- ☐ Exterior Elevations
- ☐ Study Model
- ☐ Design Review Fee

#### Association

- ☐ Association Posting for other Owner inspection of submittals
- ☐ Preliminary approval from Design Review Committee

### Final Submittal

- ☐ Complete construction documents
- ☐ Time schedule for construction, utility hook-up and landscaping
- ☐ Hydrology report
- ☐ Sample of all exterior materials, colors, and glass specifications
- ☐ Landscaping plan
- ☐ Exterior lighting plan and lighting fixture cuts
- ☐ Notarized original copy of Natural Area Easement and any approved modifications including legal description of the Natural Area
- ☐ Tagging of any plants proposed for transplanting

#### Association

- ☐ Final approval by Design Review Committee

### Scottsdale Building Permit

- ☐ Upon completion of above steps, a copy of working drawings approved by the Design Review Committee is one of the required submittals.

**Natural Area Easements**

- ☐ After final approval by the Design Review Committee, a fully executed and notarized original copy of the Natural Area Easement, with any approved modifications, including a legal description of the Natural Area, is to be recorded by the City on its official form.

**Construction Regulations**

- ☐ Builder must, if required, meet with a representative of the Design Review Committee prior to commencement of construction.
- ☐ Approval from the Design Review Committee must be obtained prior to bringing in any construction trailer, field office. Etc.
- ☐ Natural area easement must be fenced with acceptable barrier.
- ☐ Owner must post Construction Deposit and, if required, Compliance Deposit

**Final Inspection by Design Review Committee**

- ☐ A final inspection will be conducted by the Association's Design Review Consultant.

**Final Inspection Certificate**

- ☐ Issued by the City upon completion of construction and all required inspections.

**APPENDIX G**  
**CAREFREE RANCH HOMESTEADS**  
**DESIGN REVIEW FEE / CONSTRUCTION DEPOSIT SCHEDULE**

<b>Design Review Fees</b>	
Pre-Design Meeting	\$0.00
Building Envelope Approval <ul style="list-style-type: none"> <li>If submitted separately from Preliminary Submittal</li> </ul>	\$600.00
Lot Ties and Splits	\$500.00
Preliminary Submittal Includes: <ul style="list-style-type: none"> <li>1<sup>st</sup> Revised Field Change Submittal</li> <li>2<sup>nd</sup> Revised Field Change Submittal</li> </ul>	\$5,000.00
Revised Field Changes <ul style="list-style-type: none"> <li>Beyond the 2<sup>nd</sup> Field Change</li> <li>Fee charged per change submitted (multiple changes submitted at one time will be considered 1 Field Change)</li> </ul>	\$750.00
Additions/Improvements (Major) (New buildings over 500 SF substantial modifications)	\$2,500.00
Additions/Improvements (Minor) (Buildings under 500 SF, pools, landscape plans, patio modifications)	\$750.00
<b>Construction Deposits</b>	
Construction or Rebuild of Residence – Refundable	\$15,000.00
Improvements (Major)	\$10,000.00
Improvements (Minor)	\$5,000.00
<b>Compliance Deposits</b>	
Construction or Rebuild of Residence – Compliance – Refundable	\$10,000.00

**\*Any amount used from the Construction Deposit  
due to penalties or fines must be replenished within 30 days.**

**APPENDIX H**  
**CAREFREE RANCH HOMESTEADS**  
**DESIGN REVIEW**  
**NON-COMPLIANCE FINE SCHEDULE**

All violations are subject to immediate termination of construction until such time as compliance is met. Multiple offenses may result in additional fines, possible suspension of construction activity on a project in process, and prohibition of working on future projects within Carefree Ranch Homesteads.

Construction Starts without Approvals and/or Prior to Design Review Approval:

First Offense	<u>\$ 1,000.00</u>
Second Offense	<u>\$ 2,500.00</u>
Third Offense	<u>\$ 10,000.00</u>

Unapproved Field Changes (Major):

(Roof heights, architectural changes, NAOS violation, extensive construction damage, building additions/modifications and significant material changes).

First Offense	<u>\$ 1,000.00</u>
Fine Per Day Pending Compliance	<u>\$ 500.00</u>

Unapproved Field Changes (Minor):

(Window/door modifications, pool/landscape changes, landscape lighting modifications, material/color changes, timely completion of construction, landscape deviations and other miscellaneous items.)

First Offense	<u>\$ 500.00</u>
Fine Per Day Pending Compliance	<u>\$ 250.00</u>

**\*Fines may be deducted from the Construction Deposit**