



DESIGN REVIEW APPLICATION FORM

Applicant to complete the information below

Submit To:

Desert Mountain Master Design Committee
 10550 E Desert Hills Drive, Suite100
 Scottsdale, AZ 85262
 P - (480) 635-5605
 F - (480) 488-7484

Project Location:

Owner:

Subdivision:		Name:	
Lot #:		Mailing Address:	
Street Address:		City/State/Zip:	
Legal Description:	Lot _____ of Desert Mountain Phase _____	Phone:	
	Unit _____ according to Book _____;	FAX:	
	Page _____; M.C.R.	Email Address:	

Architect / Designer:

Contractor / Builder:

Firm:	Firm:
Contact:	Contact:
Mailing Address:	Mailing Address:
City/State/Zip:	City / State / Zip:
Phone:	Phone:
FAX:	FAX:
Email Address:	Email Address:

Site Information:

House Information:

Lot Size:	Acres		s.f.	Enclosed Conditioned:		s.f.
Original Building Envelope:			s.f.	Enclosed Unconditioned:		s.f.
Proposed Building Envelope:			s.f.	Covered / Under Roof:		s.f.
NAOS Required:			s.f.	Building Color:	Name:	Number:
NAOS Provided:			s.f.		Mfg:	LRV:

Submittal Type (Check One)

- Pre Design Meeting
- Conceptual Design Submittal
- Major Modification to a Building Envelope Submittal
- Preliminary Design Submittal
- Final Design Submittal
- Exterior Colors and Materials Submittal

Project Type (Check One)

- New Home
- Major Addition (Over 500 sf)
- Minor Modification (Under 500sf)
- Landscape Modification Only
- Solar

Description of Submittal: For Modifciations, attach photos of all 4 sides of existing home, detail drawings & appropriate specification sheets

Applicant:

As applicant, either as owner or Owner's Agent, I have read and understand the Design Guidelines and the CC&R's concerning design and construction in Desert Mountain.

Applicant's Signature

Print Name

Date



**CONCEPTUAL DESIGN SUBMITTAL
NEW HOME
SUBMITTAL CHECKLIST**

The following documentation, information and other identified items are required to be submitted in support of this request for a **Conceptual Design Submittal** for a **New Home**.

- 1. **Aerial Photograph:** Current aerial photograph showing the entirety of the subject property. (8½"x11" size and in color.) Digital aerial photographs can be obtained from the Maricopa County Assessor's website at <http://maps.mccassessor.maricopa.gov>.

- 2. **Conceptual Site Plan:** To include the following information:
 - a. Accurately drawn & printed to a standard design scale. No less than 1/16"=1'-0"; 1"=10'-0"; or 1/8"=1'-0". (for oversized lots, provide an overall site plan that shows the entire lot and a detailed site plan that shows the entire home and improvements.)
 - b. Existing topographic contours at one-foot vertical intervals based on the NAVD 88 datum. All contour datums shall be clearly identified and labeled.
 - c. Lot boundaries and existing easements, including dimensions.
 - d. All Building Setbacks per the Design Guidelines. Delineate, label and dimension all Building Setbacks. (FYI: *The Building Setbacks in the Design Guidelines are at times different than the typical Building Setbacks of the City of Scottsdale.*)
 - e. Building Envelope: clearly delineate and label; and identify the size of in s.f. of:
 - i. Original Building Envelope – highlight in "green" highlighter.
 - ii. Proposed Building Envelope – highlight in "pink" highlighter.
 - f. Conceptual Site Improvements, including: residence, buildings, structures, driveway, auto court, guest parking areas, patios, pools, fences, and walls.
 - g. Proposed Finished Floor Elevation(s).
 - h. Size of Lot (identify both in acres and in square feet).
 - i. Existing major natural terrain and vegetation features, including, but not limited to: washes; all protected plants; major boulders or boulder clusters; and bedrock outcroppings.
 - j. Must include north arrow and scale. North should be vertical on the drawing sheet whenever possible.

- 3. **Conceptual Cut and Fill Diagram:** To include the following information:
 - a. Accurately drawn and printed to a standard design scale that is the same scale and orientation as the Site Plan. No less than 1"=10' or 1/8"=1'-0". Must be a separate sheet from all other submittal sheets.
 - b. Include the floor plan of the lowest floor level of the Residence and the conceptual layout of all site improvements superimposed over existing topography at one-foot contour intervals. Existing topography must have the contour datums clearly labeled.
 - c. All proposed ground-level Finished Floor Levels of the Residence and spot grades for proposed site improvements labeled per the datum.
 - d. Delineation of the area that will be Cut into the natural topography in relation to the proposed finished floor levels and finished grade levels.
 - i. Calculate the area of Cut conditions (as measured in square feet).
 - ii. Designate & label the vertical dimension of the most significant Cut condition.
 - iii. Outline the Cut Condition with an "orange" highlighter.
 - e. Delineation of the area that will be Fill over the natural topography in relation to the proposed finished floor levels and finished grade levels.

- i. Calculate the area of Fill conditions (as measured in square feet).
 - ii. Designate & label the vertical dimension of the most significant Fill condition.
 - iii. Outline the Fill Condition with a “blue” highlighter.
 - f. Calculate and label the overall % of Cut and the % of Fill.
 - g. Cut and Fill is measured from Finished Floor Levels and finished grades, not subgrades. Pools are measured from the water surface elevation.
 - h. Cut and Fill areas include all areas under the footprint of the house, patios, courtyards, enclosed rear yards, and auto courts. Narrow driveway stems are not included in the Cut and Fill area calculations.
- 4. Conceptual Floor Plans or Bubble Diagrams:**
 - a. Conceptual layout of rooms, spaces, garages, circulation and site improvements.
 - b. Datum of proposed Finished Floor Elevations.
 - c. Room identification labels. If multiple bedrooms or bathrooms occur, each room shall be individually numbered as well. (i.e. *Bedroom #2* or *Bath #3*)
- 5. Architectural Character:**
 - a. Architectural elevations, sketches, photographs, images, digital models and any other information that explains the proposed architectural character and style.
 - b. The Architectural Character information can be general and loose; or refined and detailed. The objective is to explain the general design intent, architectural style, general form and shape, and general design direction.
- 6. Full Size Drawings:**
 - a. Full-size drawings shall be submitted on 24”x36” size sheets or 30”x42” size sheets. Larger drawings are not acceptable.
 - b. All drawings, including civil, architectural and landscape, shall be printed on the same size sheet. Please do not submit different sheet sizes.
 - c. All drawings shall be printed at a standard architectural or engineering design scale.
 - d. **Do not staple** the drawings together.
- 7. Reduced Size Copies:**
 - a. 8½”x11” high quality reductions of all full size drawings that are clear and legible.
 - b. The Applicant must provide these reduced size copies with their submittal. The Design Review Office will not print these hard copies for the Applicant.
- 8. Digital Submittal Requirements:** A CD or flash drive that contains digital copies of all submittal documents. Documents are required to be formatted as follows:
 - a. All submittal documents shall be submitted as a Portable Document Format (pdf).
 - b. Drawings are to be saved as one (1) single digital document formatted as a PDF. When submitting drawings, the Applicant shall combine the individual drawings into one (1) PDF file. The PDF file must be correctly oriented for viewing on the computer screen.
 - c. Photographs are to be saved as JPEG files.
 - d. Document resolution should be no less than 300dpi.
 - e. Documents are not to exceed a total of 8MB per individual file.
 - f. The 3D Digital Model shall be saved as the original SketchUp File for full function use by the Committee.
- 9. Staking of Lot, Building Envelope and/or structure corners,** if specifically required by the Design Review Office or the Committee.

10. Design Review Application Form: With all information completed.

11. Design Review Fee:

- a. \$750.00 for a new home. This fee will be credited toward the full Design Review Fee at the time of the application for review of the Preliminary Design Submittal.
- b. Checks shall be made payable to: "DMMA" or "Desert Mountain Master Association".

Date of Check _____ Check No. _____

ADDITIONAL CONCEPTUAL DESIGN SUBMITTAL REQUIREMENTS

(Required if checked by the Desert Mountain Design Review Team during a Pre-Design Conference)

A. Conceptual Building Height Analysis

B. Photographs: _____

C. Exterior Colors and Materials: _____

D. _____

SUBMITTAL INFORMATION:

- Submittal Deadlines are published by the Design Review Office. Please check with the Design Review Office for a current schedule of submittal deadlines.
- Applications received after the Submittal Deadline will be delayed until the subsequent scheduled meeting of the Design Review Committee.
- Incomplete applications will not be reviewed and may be subject to additional Design Review Fees.
- All required documentation and information must be submitted to, and receipt acknowledged by, the Desert Mountain Design Review Office before the review will be scheduled for review by the Design Review Committee.

Receipt of the checked items is acknowledged:

By: _____ Date: _____
Desert Mountain Design Review