

# Lockett Ranches

## Owners Association

### Plan Review Submittal Application

#### Version 12.20

For additional information, please contact:

**Sterling Real Estate Management**  
**323 S. River Run Rd. Ste. 1**  
**Flagstaff, AZ 86001**

**Email: adam@sterlingrem.com**  
**Phone: (928) 773-0690**  
**Fax: (928) 773-0766**

**Lot #:** \_\_\_\_\_

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

**Parcel #:** \_\_\_\_\_

**Date Submitted to DRC:** \_\_\_\_\_

#### Owner Information

**Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Application for:**

\_\_\_\_\_ **Any visual/physical Exterior Change Request to owner's property:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Remodel** \_\_\_\_\_

\_\_\_\_\_ **New Build** \_\_\_\_\_ **Preliminary Plans** \_\_\_\_\_

\_\_\_\_\_ **New Build** \_\_\_\_\_ **Final Plans** \_\_\_\_\_

\_\_\_\_\_ **Change Order Request during construction** \_\_\_\_\_

\_\_\_\_\_

**General Contractor Information**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact for any additional information needed:** \_\_\_\_\_

The Lockett Ranches Board of Directors and Design Review Committee (DRC) wishes to thank all lot owners for their neighborly cooperation and help. If you have any questions regarding the CC&Rs and Development Guidelines, please do not hesitate to call Sterling Real Estate Management.

**Plan Review Submittal Item Checklist**

- \_\_\_\_\_ Exterior Change Request Submittal - No review fee required
- \_\_\_\_\_ Remodel/Addition Submittal - \$150.00 review fee payable to Lockett Ranches OA
- \_\_\_\_\_ New Build Prelim Plans Submittal - \$300.00 review fee payable to Lockett Ranches OA
- \_\_\_\_\_ Fully completed & signed 4 page application
- \_\_\_\_\_ Preliminary set of project plans following the final plan guidelines listed below

**One (1) Set of Plans including:**

- \_\_\_\_\_ Site plans including but not limited to:
  - \_\_\_\_\_ Survey to scale by licensed engineer or surveyor
  - \_\_\_\_\_ House location & orientation on lot
  - \_\_\_\_\_ All setback measurements from property lines
  - \_\_\_\_\_ Location of any in-ground tanks
  - \_\_\_\_\_ Septic and/or well locations, type & reserve location, setbacks noted. Please refer to County standards.
  - \_\_\_\_\_ Utility trenches
  - \_\_\_\_\_ Drainage ditches & culverts at road & house site
- \_\_\_\_\_ House plans – including but not limited to:
  - \_\_\_\_\_ Floor plan to scale (1/4"=1'0)
  - \_\_\_\_\_ Showing all four exterior elevations (1/4"=1'0)
  - \_\_\_\_\_ Roof plan including “roof pitches” (1/4"=1'0)
  - \_\_\_\_\_ Exterior lighting details & plan (Association dark sky compliant)
- \_\_\_\_\_ Building envelope plans – to scale – professionally done & legible
  - \_\_\_\_\_ Details & plans of any other structures (ie-barns, sheds, etc.)

**Please note: If an architect is required to review your plan, this cost will be due and payable by the lot owner.**

Additional Property Information:

Siding material \_\_\_\_\_ Trim \_\_\_\_\_ Fascia \_\_\_\_\_

Siding brand \_\_\_\_\_ Rock/Stone material \_\_\_\_\_

Siding locations \_\_\_\_\_

\_\_\_\_\_ House livable square footage = \_\_\_\_\_

Roofing material \_\_\_\_\_ Brand \_\_\_\_\_ Color \_\_\_\_\_

\_\_\_\_\_ Garage information, garage door colors and Light Reflective Values (LRVs)

\_\_\_\_\_ Garage square footage = \_\_\_\_\_

\_\_\_\_\_ Access drive: materials, setbacks, width, etc. Please refer to County standards.

*For houses with access drives that intersect Quintana or Hattie Greene:*

\_\_\_\_\_ Transition / Apron location(s), materials, size, etc.

\_\_\_\_\_ A letter from an engineer specializing in drainage issues that addresses consideration for proper drainage on the lot pursuant to the CC&Rs, Guidelines and County requirements.

\_\_\_\_\_ Completed Firewise Lot Review Form recognizing that Firewise consultation has occurred for the lot.

\_\_\_\_\_ Alternative energy sources information including plans & design.

\_\_\_\_\_ Any landscape plans for the property

\_\_\_\_\_ Mailbox request

\_\_\_\_\_ Fencing information per fencing guidelines: locations, colors, size, setbacks, house orientation and detailed material information.

\_\_\_\_\_ Barn information. Please note: No Pre-Fab Barns Are Permitted.

Barns must compliment and match the house structure with regards to exterior style, colors, siding material, rock & stone accents, roofing color & material, etc.

\_\_\_\_\_ Other \_\_\_\_\_

**Final New Build Plans - Color Board Sample Requirements:**

\_\_\_\_\_ All siding materials

\_\_\_\_\_ Roof materials

\_\_\_\_\_ Any & All visible exterior paint colors with Light Reflective Values (LRVs)

Examples: exterior siding colors, wall colors, trim colors, garage door colors, metal roofing colors, fencing colors, window trim / sash colors, etc.

\_\_\_\_\_ Dark Sky compliant outdoor lighting fixtures descriptions/specification sheets

**NO CONSTRUCTION WORK OF ANY KIND SHALL BEGIN PRIOR TO THE APPLICANTS RECEIPT OF THE DESIGN REVIEW COMMITTEE'S FORMAL WRITTEN APPROVAL.**

Lot Owner Acknowledgements:

- a) All lot owners must sign below, to acknowledge that they are responsible for the conduct of their contractors and sub-contractors.
- b) Owner and all contractors MUST observe the construction work-hour policy by limiting excessively loud construction noise to the hours of 8:00am to 8:00pm.
- c) Owner MUST instruct all contractors, sub-contractors and workers to observe the speed limit signs that are clearly posted.

- d) All builders **MUST** keep their building area clean and all trash properly disposed of to prevent trash from blowing into neighboring areas. Refer to the CC&Rs and County regulations for debris container requirements during construction.
- e) Refer to the County regulations regarding portable toilets in construction areas.
- f) No equipment with metal tracks for tires is to be driven on the Association's streets at any time. Such equipment **MUST** be transported to location on a trailer.
- g) Owner and all contractors **MUST** stay off adjoining lots and keep the common roads clear of debris and mud.
- h) The DRC requires that lot owners **MUST** have a professional survey conducted to determine accurate lot lines, property boundaries, etc, and **MUST** install property line identification on a lot regardless of size prior to any work being performed on the construction site or within the boundaries of the lot itself.
- i) Cutting into any street within Lockett Ranches **MUST** be approved by the DRC in writing and that street must be immediately restored to the prior existing condition in a professional manner with all work meeting governmental specifications. This includes all embankments, drainage pattern elements, easements, etc. The Board may institute such repairs as they deem necessary, without contact with the lot owner, and those costs associated with the street repair shall become a lien against that lot owner's property and become due and payable immediately upon presentation.
- j) Per CC&Rs, Section 11.7 – A \$1,000.00 fine will be assessed to any lot or tract owner for starting any work, alterations or improvements to a lot without the required authorization and written approval either from the DRC or the Board of Directors for Lockett Ranches. Additional fines will also be levied for continuing the work, alteration or improvement and ignoring the stop work order.

The undersigned applicant attests that all the information included in this application is correct. The undersigned applicant also agrees that, if approved, no changes will occur during the course of construction without first obtaining formal written approval from the Design Review Committee.

AGREED: \_\_\_\_\_ Date: \_\_\_\_\_  
          Lot Owner Signature

AGREED: \_\_\_\_\_ Date: \_\_\_\_\_  
          Lot Owner Signature

AGREED: \_\_\_\_\_ Date: \_\_\_\_\_  
          General Contractor Signature

Comments: \_\_\_\_\_

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