Appendix “G”
Application Form and Submittal Checklists

The following Application Form and Submittal Checklists are provided in these Design Guidelines for reference. **Check with the Design Review Office to obtain current versions of the Application Form and Submittal Checklists.** Application Forms and Submittal Checklists are available at the Association Office and online at www.verrado.com. Please see following pages for the Application Form and Submittal Checklists.

**Go To**
[www.verrado.com](http://www.verrado.com)
for Design Guidelines and Design Review Applications Forms

For questions or to submit a Design Review Application for review, please contact:

Verrado Community Association, Inc.
4236 N Verrado Way Suite A201
Buckeye, AZ 85396
Phone: 623-466-7008
vca@dmcommunitylife.com

**HINT:**
Most Design Review Applications can be submitted in digital format online at www.verrado.com.

**HINT:**
Before submitting a Design Review Application, use the Submittal Checklists below to ensure that you have prepared a complete and accurate submittal.
Appendix “G”
Application Form and Submittal Checklists

14.1. Preparing a Design Review Submittal. When preparing a Design Review Application, the Applicant must prepare a complete, clear, and detailed submittal in order to thoroughly explain the proposed Addition, modification, or other Improvement to the DRC. In overly simple terms, ALL Design Review Applications must answer ALL the following questions:

☐ What is it?
  - Clearly explain and describe the proposed improvement.
  - For example: It’s a swimming pool ... or a barbeque ... or security door ... or a walkway.
  - The more detail ... the better! Provide thorough, clear, and detailed explanations.
  - Provide cut sheets, brochures, drawings, photos, specifications, model numbers, etc.

☐ Where is it?
  - Clearly explain the location of the proposed improvement.
  - Provide a clear Site Plan that shows the location of the proposed improvement.
  - Provide accurate dimensions from property lines to the edge of the proposed improvement.
  - Draw the location of the improvements on the photographs.

☐ What size is it?
  - Clearly explain the size of the proposed improvement.
  - Identify and dimension the height.
  - Identify and dimension the width and length.
  - Identify and dimension the thickness or other aspects of size.

☐ What does it look like?
  - Clearly and thoroughly describe appearance of the proposed improvement.

☐ What material is it made of?
  - Clearly describe and specify all of the primary materials used for the improvement.

☐ What color is it?
  - Clearly explain, describe, and specify the colors.
  - Be specific and detailed. Use manufacturer's color names and numbers when applicable.
  - Provide color samples when appropriate.

☐ What does the existing house look like?
  - Provide a photograph of the entire front of your house to explain what your home looks like so the DRC can understand the architectural style. Photos must be clear and legible.

☐ What does the area of the new improvement look like?
  - Provide several photographs of the area of the new improvement to explain location, context, and existing conditions.
  - Draw notes and write explanations on the photographs to help explain your application.
  - Photos must be clear and legible.

INCOMPLETE AND UNCLEAR SUBMITTALS WILL OFTEN DELAY THE REVIEW PROCESS.
The Applicant shall use the following Submittal Checklists as a guide to determine the information that must be submitted as part of a complete Design Review Application for some of the most commonly-requested improvements.

14.2. Landscape Submittal Checklist. Refer to Section 5 - Landscape Standards for Design Review Applications to modify the landscape within any portion of the property covered by these Design Guidelines.

Submittal Requirements for a Design Review Application:

- The Applicant shall prepare a clear, legible, and accurate Landscape Plan or Site Plan that includes all pertinent information to clearly convey and explain the proposed landscape modifications in detail. The primary objective is to clearly and accurately explain ALL aspects of the project in detail so that the DRC can have a thorough understanding of the proposed application. Incomplete and/or unclear submittals will often delay the review process.
- Landscape Plans must be accurately drawn to scale (minimum scale 1”=20’-0”) and include a north arrow and appropriate dimensions.
- Landscape Plans must accurately delineate all proposed and existing elements, such as the property lines, home, driveway, walkways, sidewalks, walls, fences, plants, hardscape, and/or ground cover.
- Landscape Plans must clearly show the location, quantity, and species of each plant that is proposed. Each plant must be delineated on the Landscape Plan, and the species of each plant must be clearly identified. Landscape Plans typically include a legend that identifies proposed plant materials by symbol, name, size, and quantities. Incomplete applications may delay the review process.
- Landscape Plans must include dimensions, areas calculations, and plant density calculations for each planting area. Refer to the “Front Yard Landscape Design Guide” in Appendix “H” for an explanation on how to prepare dimensions, area calculations, and plant density calculations for landscape applications.
- All Design Review Applications for landscape modifications shall demonstrate that the design meets or exceeds the minimum plant requirements and minimum plant density requirements for each planting area as explained in the Design Guidelines.
- Hardscape materials such as landscape borders, walkways, pavers, granite, boulders, or other materials must be clearly specified by material, color, and size. The DRC may require product samples to be submitted prior to approval.
- The Applicant shall clearly specify the size and color of the decomposed granite.
- Any existing and/or proposed landscape lighting must be clearly delineated and identified on the Landscape Plan, including locations and fixture identification (type, brand name, wattage, etc.).
- The Design Review Application must be accompanied by clear and legible color photographs of the property and proposed work area.
  - Provide at least one (1) photograph that shows the entire front of the home for context and explanation of architectural style.
  - Provide additional photographs of the work area to explain the existing conditions and the location of the proposed improvements. Be sure to show the entire work area and avoid photos that are too limited in perspective.
  - Photographs must be clear and legible. Avoid taking photographs into the sun. Avoid photographs that are heavily shaded and dark.
  - Photographs may be provided as 8½”x11” color prints; or JPEG or PDF digital format.

All Additions, modifications or other improvements must be approved by the DRC prior to installation. Compliance with these Guidelines does not eliminate the need to submit to the DRC for approval prior to installation or commencement of work. Approval may be withheld as deemed necessary by the DRC.
General Requirements and Common Stipulations for Landscape Submittals:

Although a landscape design must comply with all sections of the Design Guidelines, the following sections of the Design Guidelines are the most used:

- Plant Species: All plant species shall be selected from the Approved Plant List in Appendix "E".
- Plant Density: The minimum plant density must comply with Section 5.12.
- Plant Distribution: Plants shall be distributed in accordance with Section 5.12.
- Plant Arrangements: Landscape within the Front Yard Zone must comply with the "Front Yard Landscape Design Guide" in Appendix "H".
- Artificial Turf: Artificial Turf must comply with "Artificial Turf Design Guide" in Appendix "I".
- Decomposed Granite: All decomposed granite must comply with Section 5.22.
- Landscape Lighting: Landscape Lighting must comply with Sections 6.9 and 6.11.

HINT:
Before submitting a Design Review Application, use this checklist to ensure that you have prepared a complete and accurate submittal.

HINT:
Remember to submit clear and legible color photographs of your home with every Design Review Application.
14.3. **Exterior Structure Submittal Checklist.** Refer to Section 4 - Architectural Standards. For Accessory Structures and Storage Sheds, etc.

Refer to the "Trellis-Type Shade Structure Design Guide" in Appendix "M" for Submittal Requirements for a Shade Structure.

**Submittal Requirements for a Design Review Application:**

- The Applicant shall prepare a clear, legible, and accurate Site Plan that includes all pertinent information to clearly convey and explain the proposed improvements in detail. The primary objective is to clearly and accurately explain ALL aspects of the project in detail so that the DRC can have a thorough understanding of the proposed application. Incomplete and unclear submittals will often delay the review process.

- Dimension and label the setback from the exterior face of the proposed structure to the following:
  - Rear Property Line.
  - Side Property Line.
  - Distance from the existing home.

- Dimension and label the height of the proposed structure to the highest point of the structure.

- Dimension and label the length and width of the proposed structure.

- Clearly identify all color and materials of the proposed structure.

- The Design Review Application must be accompanied by clear and legible color photographs of the property and proposed work area.
  - Provide at least one (1) photograph that shows the entire front of the home for context and explanation of architectural style.
  - Provide additional photographs of the work area to explain the existing conditions and the location of the proposed improvements. Be sure to show the entire work area and avoid photos that are too limited in perspective.
  - When applicable, mark the location of the proposed improvements on the photographs.
  - Photographs must be clear and legible. Avoid taking photographs into the sun. Avoid photographs that are heavily shaded and dark.
  - Photographs may be provided as 8½"x11" color prints; or JPEG or PDF digital format.

**General Requirements and Common Stipulations for Structure Submittals:**

Although a design must comply with all sections of the Design Guidelines, the following sections of the Design Guidelines are the most used:

- Setbacks: Refer to Section 3 - Site Standards.
- Accessory Buildings: Refer to Section 4.2.
- Storage Sheds: Refer to Section 4.95.

**HINT:**

Quality aerial photographs of your property can be obtained free of charge at the Maricopa County Assessor's Website or https://maps.mcassessor.maricopa.gov

All Additions, modifications or other Improvements must be approved by the DRC prior to installation. Compliance with these Guidelines does not eliminate the need to submit to the DRC for approval prior to installation or commencement of work. Approval may be withheld as deemed necessary by the DRC.
14.4. **Pool and Spa Submittal Checklist.** Refer to Section 4 - Architectural Standards for Design Review Applications to add a swimming pool, spa, or water feature within any portion of the property covered by these Design Guidelines.

**Submittal Requirements for a Design Review Application for a Pool, Spa or Water Feature:**

- The Applicant shall prepare a clear, legible, and accurate Site Plan that includes all pertinent information to clearly convey and explain the proposed improvements in detail. The primary objective is to clearly and accurately explain ALL aspects of the project in detail so that the DRC can have a thorough understanding of the proposed application. Incomplete and unclear submittals will often delay the review process.
- The Site Plan must be accurately drawn to scale (minimum scale 1”=20’-0”) and include a north arrow and appropriate dimensions.
- Accurately delineate and label the property lines.
- Accurately delineate and label all proposed and existing elements such as the home, walls, fences, gates, and existing conditions.
- Clearly dimension and label the setback from the water’s edge of the pool to the side property lines and rear property lines.
- Demonstrate compliance with requirements for pool safety barriers.
- Clearly delineate and label the location of the pool equipment, including demonstrating compliance with requirements for screening of pool equipment.
- Clearly explain and delineate any elements of the pool or spa that are above the primary finished grade, including raised walls, water features, water cascades, slides, or other pool related elements. Include clear information and specifications for all colors and materials of any element that is above the primary grade.
- The Design Review Application must be accompanied by clear and legible color photographs of the property and proposed work area. Provide additional photographs of the work area to explain the existing conditions and the location of the proposed improvements. Be sure to show the entire work area and avoid photos that are too limited in perspective. When applicable, mark the location of the proposed improvements on the photographs. Photographs must be clear and legible. Avoid taking photographs into the sun. Avoid photographs that are heavily shaded and dark. Photographs may be provided as 8½"x11" color prints; or JPEG or PDF digital format

**General Requirements and Common Stipulations for Pools, Spas and Water Features:**

Although a design must comply with all sections of the Design Guidelines, the following sections of the Design Guidelines are the most used for this type of project:

- Setbacks: Refer to Section 4.98(c).
- Pools, Spa and Water Features: Refer to Section 4.98.
- Equipment Screening: Refer to Section 4.98(e).
- Construction Access: Refer to Section 4.98(m).

**HINT:**

*Before submitting a Design Review Application, use this checklist to ensure that you have prepared a complete and accurate submittal.*

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All Additions, modifications or other improvements must be approved by the DRC prior to installation. Compliance with these Guidelines does not eliminate the need to submit to the DRC for approval prior to installation or commencement of work. Approval may be withheld as deemed necessary by the DRC.
14.5. Outdoor Fireplace, Fire Pit and Barbeque Submittal Checklist. Refer to Section 4 - Architectural Standards for Design Review Applications to add an outdoor fireplace, fire pit or barbeque within any portion of the property covered by these Design Guidelines.

Submittal Requirements for a Design Review Application for a Fireplace, Fire Pit or Barbeque:

- The Applicant shall prepare a clear, legible, and accurate Site Plan that includes all pertinent information to clearly convey and explain the proposed improvements in detail. The primary objective is to clearly and accurately explain ALL aspects of the project in detail so that the DRC can have a thorough understanding of the proposed application. Incomplete and unclear submittals will often delay the review process.
- Accurately delineate and label the property lines.
- Accurately delineate and label all proposed and existing elements such as the home, walls, fences, gates, and existing conditions.
- Clearly dimension and label the setback from the fireplace, fire pit, or barbeque to the side property lines and rear property lines.
- Clearly dimension and label the total height of the fireplace, fire pit, or barbeque as measured form the adjacent finished grade.
- Provide dimensions of width and length.
- Include clear information and specifications for all colors and materials.
- Provide a clear explanation of all four sides and the top of the fireplace, fire pit, or barbeque.
- The Design Review Application must be accompanied by clear and legible color photographs of the property and proposed work area. Provide additional photographs of the work area to explain the existing conditions and the location of the proposed improvements. Be sure to show the entire work area and avoid photos that are too limited in perspective. When applicable, mark the location of the proposed improvements on the photographs. Photographs must be clear and legible. Avoid taking photographs into the sun. Avoid photographs that are heavily shaded and dark. Photographs may be provided as 8½"x11" color prints; or JPEG or PDF digital format.

General Requirements and Common Stipulations for Fireplaces, Fire Pits, and Barbeques:

Although a design must comply with all sections of the Design Guidelines, the following sections of the Design Guidelines are the most used for this type of project:

- Setbacks: Refer to Sections 4.11 and 4.32.
- Appearance: Refer to Sections 4.11 and 4.32.

**HINT:**
Remember to submit photographs of your overall home and the specific project area with every Design Review Application.
14.6. Other Applications. Driveways, walkways, basketball goals, play and recreational equipment, exterior ornamentation, gates, fountains, flag poles, antenna, and satellite dishes, etc.

**Submittal Requirements for a Design Review Application for a Other Types of Applications:**
- The Applicant shall prepare a clear, legible, and accurate Site Plan that includes all pertinent information to clearly convey and explain the proposed improvements in detail. The primary objective is to clearly and accurately explain ALL aspects of the project in detail so that the DRC can have a thorough understanding of the proposed application. Incomplete and unclear submittals will often delay the review process.
- Accurately delineate and label the property lines.
- Accurately delineate and label all proposed and existing elements such as the home, walls, fences, gates, and existing conditions.
- Accurately delineate and label the location of the proposed improvements including dimensions to all property lines.
- Provide dimensions for all improvements, including height, width, and length.
- Identify all materials, colors, and finishes of the proposed Improvement. Provide photographs, cut sheets, brochures, drawings, sketches, and other information to thoroughly explain all aspects of the proposed improvement.
- The Design Review Application must be accompanied by clear and legible color photographs of the property and proposed work area. Provide additional photographs of the work area to explain the existing conditions and the location of the proposed improvements. Be sure to show the entire work area and avoid photos that are too limited in perspective. When applicable, mark the location of the proposed improvements on the photographs. Photographs must be clear and legible. Avoid taking photographs into the sun. Avoid photographs that are heavily shaded and dark. Photographs may be provided as 8½"x11" color prints; or JPEG or PDF digital format.

14.7. Other Submittal Checklists.
- Refer to Appendix "I" for the Submittal Checklist for Artificial Turf.
- Refer to Appendix "M" for the Submittal Checklist for Shade Structures.
- Refer to Appendix "N" for the Submittal Checklist and Application Forms for Exterior Repainting.
- Refer to Appendix "O" for the Submittal Checklist for Security Doors and Gates.
- Refer to Appendix "P" for the Submittal Checklist for Solar Energy Devices.

**Note:** The Submittal Checklist items shown above are provided as a basis for guidance and are not all-inclusive.

**HINT:**
Remember to submit photographs of your overall home and the specific project area with every Design Review Application.

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All Additions, modifications or other improvements must be approved by the DRC prior to installation. Compliance with these Guidelines does not eliminate the need to submit to the DRC for approval prior to installation or commencement of work. Approval may be withheld as deemed necessary by the DRC.