



The Ocotillo Community Association

C/o Premier Community Management, Inc.

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Home Construction/Addition and Review Process (Rev 10/24/2014)

This outline is to provide the homeowner (the “**Owner**”) with a general framework on the chain of events when submitting for Construction/Addition (collectively ‘Construction’) of a single-family residence. Please be advised due to the complexity of some modifications there may be other unforeseen circumstances that will need to be addressed during the review process.

1. Onsite Feasibility Meeting:

Prior to producing any conceptual Construction plans it is strongly recommended that the Owner meet with The Ocotillo Community Association (The “**OCA**”) representatives and the Ocotillo Design Review Board (the “**ODRB**”) at the Owner’s residence to determine feasibility of the proposed Construction.

- a. Feasibility evaluation would include, but is not limited to, the scope of proposed improvement, architecture, setbacks, materials and overall compatibility with the neighborhood and existing architecture. After the onsite meeting and as part of the feasibility review, the applicant will submit professionally illustrated conceptual drawings that include, but may not be limited to, site and floor plan (including setbacks), elevations and landscaping plan.

If the Construction is deemed feasible by The OCA and ODRB (and any subassociation) the Owner may proceed with the following submittals outlined below.

2. Conceptual Design Review Submittal:

- a. Submit one (1) set of conceptual Construction Plans (the” **Plans**”) of the proposed Construction to The OCA.
 - i. The Plans shall include, but is not limited to, site plan, lot dimensions, the location and dimensions of the structure or modification, elevations and roof plan, setbacks from all property lines, paint colors, tile, and stone samples or landscape materials, plant species and sizes, and the design review fee.
 - ii. If the Owner receives approval of the Plans from The OCA the Owner may move on to the next step (2b).
- b. City of Chandler (the “**City**”) approval of the Plans is required.
 - i. The OCA requires written confirmation, including stipulations, the Plans are acceptable to the City (email is acceptable). Please note if the City requires additional modifications to the Plans, they must be *resubmitted* to The OCA for review and approval before moving to the next step 2c.

- ii. The OCA would strongly recommend receiving City approval before moving on to 2c.
- c. Neighborhood Notice.
- i. At the sole discretion of The OCA the Owner may be required to notify neighboring properties of the proposed Construction.
 - ii. The OCA will select the neighborhood addresses to be contacted by the Owner. Each neighbor is encouraged to call The OCA (480-704-2900) if they have any questions or comments and must acknowledge that they have seen the Plans and aware of the Owner's proposal. Their signatures (with printed name) and address must be located on the first sheet of the Plans that also includes all the information and sheets submitted to The OCA and City.
- d. Landscaping plans as deemed necessary to achieve preliminary approval.

3. Preliminary Design Review Submittal:

Once 2a through 2d are complete, a formal submittal to The OCA is required. This submittal shall include, but may not be limited to 2a through 2e. Providing there are no unresolved items The OCA will issue a written response on the conceptual Plans, including any stipulations. This is part of the written documentation required for your lot file.

4. Final Submittal of Construction Plans:

After conceptual Plan approval is received in writing, the Owner may proceed with the detailed design of the Plans. The following are required for final submittal to The OCA:

- a. One (1) full set of the Plans, drawn to scale that include, but may not be limited to, the items included in item 2a to confirm they match the approved design.
- b. Approval by the City and a City construction permit (the "Permit"). The OCA requires a copy of the Permit be submitted for inclusion in the Owner's lot file.
 - i. Please note, if the City makes any changes to the final Plans during the plan review, these must be *resubmitted* to The OCA for review and approval before City Permits are obtained or any construction can begin.
- c. After 4a is submitted to The OCA (by the Owner), and if the Plans are found to be in conformance with the previous approvals and stipulations, you will receive a letter from The OCA subject to 4b and 4b.i along with any additional stipulations of approval. If approved, this generally finalizes The OCA's review process. This is part of the written documentation for your lot file.

If the modification is approved, (and once construction is complete) a final inspection may be required by the City and/or ODRB to determine compliance with the approved Plans.

NOTE: All Plans that are submitted larger than eleven inches by seventeen inches (11"x 17") must also be accompanied by an eleven-inch by seventeen-inch (11"x 17") set of drawings