

Submissions to the Design Review Committee (DRC)

The Design Review Committee

The Committee is comprised of 3 – 5 Homeowners and includes the Chairperson, who is a Board Director. The role of the DRC is to review the information provided by the Homeowner regarding the specific changes or additions being requested. Using the HOA's Design Guidelines and other Governing documents, the Committee will approve, reject, or request additional information from the Homeowner. The DRC works to turn around Homeowner's requests as quickly as possible.

Design Review Submittal

The HOA Governing Documents require that Homeowners submit a Design Review Submittal for any exterior property improvements.

- No building, structure or other improvements of any kind may be erected, altered, modified, or placed on any Lot without the prior written approval of the Design Review Committee.
- A landscaping plan shall be submitted to the DRC prior to the addition or removal of any vegetation located within the disturbable and/or non-disturbable areas of the property.

Homeowners complete the Design Review Submittal Form and forward the form to Cornerstone, the HOA's Management Company. Submittal forms are available to download from the HOA website. Forms can be submitted on-line. All DRC requests are sent to Cornerstone.

When submitting a DRC Request, to expedite the processing and review, all pertinent information should be included with the Request:

- Diagram or photos of changes
- Color Samples
- Building material description
- City of Phoenix Building Permits (when required)
- Lot diagrams showing disturbable and non-disturbable areas
- Location and identification of plants to be added / removed

Cornerstone is the point of contact for all communications to and from the DRC.

See the Casas Del Cielo Summary of Standards and Design Guidelines for additional information.