

# ALLIANCE CENTER – WEST ASSOCIATION

## Development Review Board (“DRB”) Submittal Form

Property Address: \_\_\_\_\_

### Submitter Information

Submitter Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner Information

Owner Entity: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Tenant Information (if applicable)

Tenant Entity: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Description of the project:

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

### Please submit the following:

- ☐ This form fully completed
- ☐ Check made payable to the applicable Association (See below for the fee schedule)
- ☐ A complete submittal as outlined on the attached DRB Submittal Process form to the box.com link you were issued. If you have not received a link, please submit a request to [DRB@AllianceTexas.com](mailto:DRB@AllianceTexas.com).

<input type="checkbox"/> New Building	\$1,500.00	<input type="checkbox"/> Parking Lot Improvements	\$250.00
<input type="checkbox"/> Structural Remodel/Addition	\$ 500.00	<input type="checkbox"/> Other Exterior Modifications	\$250.00
<input type="checkbox"/> Signage	\$ 250.00	<input type="checkbox"/> Event Request	\$250.00
<input type="checkbox"/> Screening	\$ 250.00	<input type="checkbox"/> Gas Well Screening	\$250.00

Please remit payment to:  
Alliance Center West Association  
9800 Hillwood Parkway, Suite 300  
Fort Worth, TX 76177

\*The standard review timeline is 20 calendar days for each review phase. Some instances may require an additional ten (10) days; however, we will let you know in advance. Please don't hesitate to contact Stephanie Wright at 817-224-6070 or [DRB@AllianceTexas.com](mailto:DRB@AllianceTexas.com) for assistance.

To submit the completed form to [DRB@AllianceTexas.com](mailto:DRB@AllianceTexas.com), please click **HERE**.

# Alliance Center West Association

## Development Review Board (DRB) Submittal Process

DRB review is intended to insure full compliance with all design aspects of the Alliance Center West Association per the Amended Declaration of covenants, Conditions, Restrictions and Easements (CCR's) as adopted December 15, 1995. (Note: No construction shall begin prior to DRB approval of the Final construction Package. Additionally, any future construction, improvements or additions will require full DRB approval prior to implementation.)

- At each DRB review phase a complete copy of your submittal shall be sent to:

**Alliance Center West Association**  
Attn: DRB  
9800 Hillwood Parkway, Suite 300  
Fort Worth, TX 76177

- DRB submittals consist of the following phases:

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### **Conceptual Plan Phase**

When to Submit	-	As early as possible in the design phase
Review Period	-	20 Days
What to Submit	-	Conceptual Site Plan Dimensional Color Elevations with Signage and Signage Details

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### **Preliminary Plan Phase**

When to Submit	-	80% Plan Completion
Review Period	-	20 Days
What to Submit	-	Site Plan Dimensional Color Elevations with Signage and Signage Details Line of Site Study for Roof Mounted Equipment and any Raised Parapet or Architectural Features Rear Building Elevation Showing all Utilities and Screening Preliminary Civil and Architectural Package Lighting Specifications and Site Photometrics Building Materials Board Landscaping, Grading, and Irrigation Plans

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### **Final Plan Phase**

When to Submit	-	At time of Permit Submittal
Review Period	-	20 Days
What to Submit	-	Complete Signed and Sealed Construction Package including but not limited to: Architectural, Landscape & Irrigation, MEP, and Civil Plans, SWPPP along with a complete set of Project Specifications

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### **As-Built Phase**

When to Submit	-	Within 60 days after completion of any improvements
What to Submit	-	Digital & Hardcopy: As-Built set of Full Construction Package

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- A formal written response by the DRB will be sent to the Applicant and Alliance Center West Association upon each review cycle. Alliance Center West Association will work with the applicant to ensure proper implementation of all DRB Comments.
  - Applicant will be notified within 15 days by the DRB of any submission deficiencies. Such plans shall not be considered to have been submitted until such deficiencies have been corrected.
  - Please remit payment to the DRB at time of submittal. See attached fee schedule for reference.
  - Due to project proximity to Alliance Airport a formal submittal to the FAA may be required.
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