



**DEVELOPMENT REVIEW BOARD (“DRB”)
SUBMITTAL FORM**

Wait! If you’re a tenant, does your property Owner know that changes are being proposed on their property?
(All improvements require consent in writing from the Owner before submitting to the DRB for review.)

Property Address: _____

Who owns the property?

Property Owner: _____

Tell us more about yourself or your company

Are you the **Owner** _____ or an **Agent** of the Owner _____

How can we reach you if needed?

Name: _____

Company: _____

Street Address: _____

Email Address: _____

Phone Number: _____

What improvements would you like to do?

Have you thoroughly reviewed our requirements in the Development Covenants and the Design Guidelines? Do your plans fulfill our requirements? Yes _____ No _____ (check one)

If you answered yes, that’s great! If no, call us at 817-224-6070 so we can help.

Have you already received Conceptual Plans or Preliminary Plans approval? Let us know which so we can reference your previous submittal review packet. _____

When to expect a written response from the DRB.

The standard review timeline is 20 calendar days for each review phase, upon receipt of your hard copy submittal package. Some instances may require an additional 10 days, however; we will let you know in advance.

Did you forget anything?

Before submitting please reference the submittal process phases below.

Do you have the submittal fee payment ready?

If not, please take a look at our DRB Fee Schedule attached below.

Please click **here** to return the completed form to the Association office or mail to:

Property Owners Association
9800 Hillwood Parkway, Suite 300
Fort Worth, TX 76177
DRB@Hillwood.com

Circle T Ranch - Office Phase I Association
Development Review Board (DRB) Submittal Process

DRB review is intended to insure full compliance with all design aspects of the Circle T Phase II Association per the Declaration, Conditions, Restrictions and Easements (CCR's) as adopted September 17, 2002. (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:

Circle T Ranch - Office Campus Phase I Association
Attn: DRB
9800 Hillwood Parkway, Suite 300
Fort Worth, TX 76177

- DRB submittals consist of the following phases:

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

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

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

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

- A formal written response by the DRB will be sent to the Applicant and Circle T Ranch - Office Campus Phase I Association upon each review cycle. Circle T Ranch - Office Campus Phase I 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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As of March 1, 2012, the Development Review Board for the Circle T Ranch - Office Campus Phase I Association has established a fee schedule for review and approval of proposed improvements and modifications to properties. Payment to the Circle T Ranch - Office Campus Phase I Association is due at the time of submittal.

COMMERCIAL	FEE
New Building	\$1,500
Structural Remodel / Addition	\$500
Signage	\$250
Screening	\$250
Parking Lot Improvements	\$250
Other Exterior Modification	\$250
Event Request	\$250
Gas Well Screening	\$250
Estoppels	\$250

Please note: Additional legal fees will be covered separately if Association standard estoppels form is not used.

Remit Payment to:

**Circle T Ranch - Office Campus Phase I Association
Attn: Accounts Receivable
9800 Hillwood Parkway, Suite 300
Fort Worth, Texas 76177**