Design Review Board Public Portal & Application Submittal

A brief “how-to” guide on using the Eagle Ranch Design Review Board Public Portal including how to register and how to submit a project.

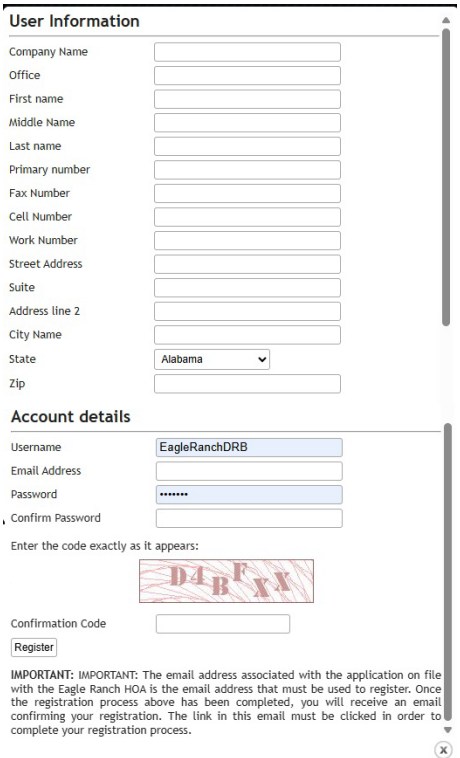
Visit:
https://eagleranchhoa.onlinegovt.com/

If you are a new user to the system, you will need to register for an account.

☐ Click on “Register” in the upper right corner:



☐ Please fill in the fields for user information as noted and click the register button:

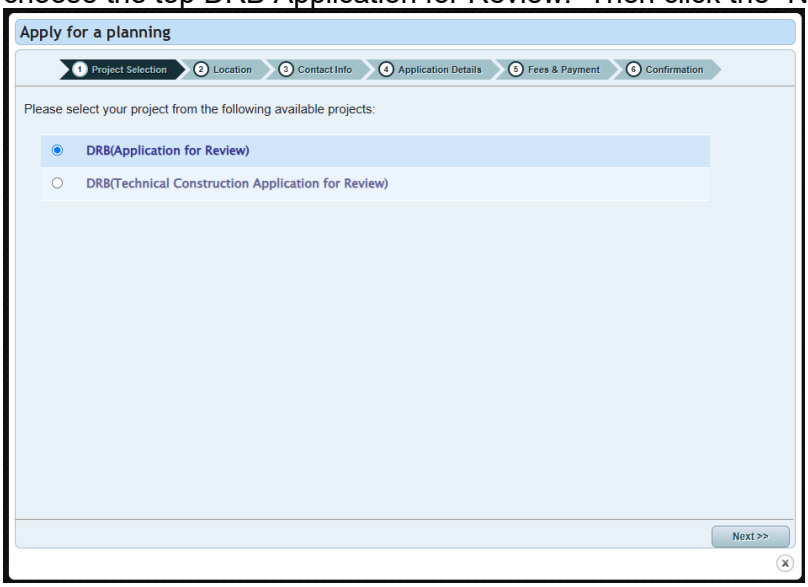


☐ You will receive a confirmation email with an activation link to confirm the associated email address.

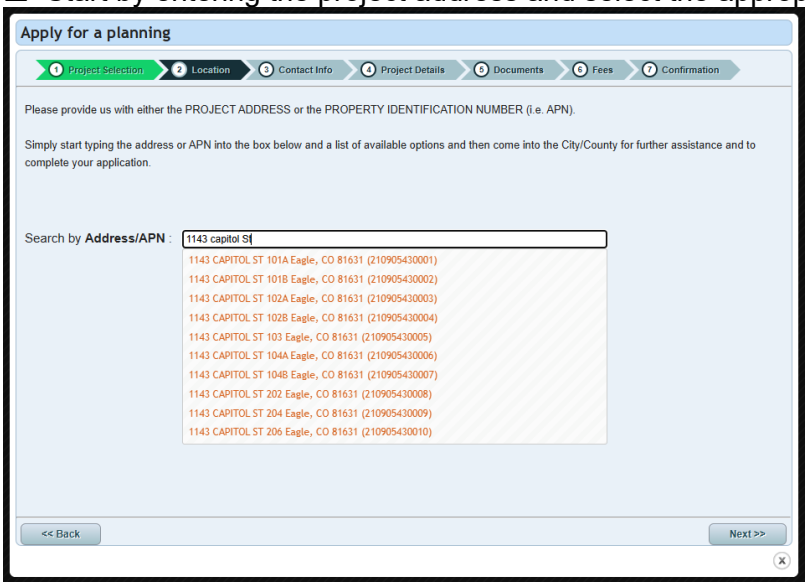
☐ After you have registered and are logged in, click on “Submit a DRB Application:”



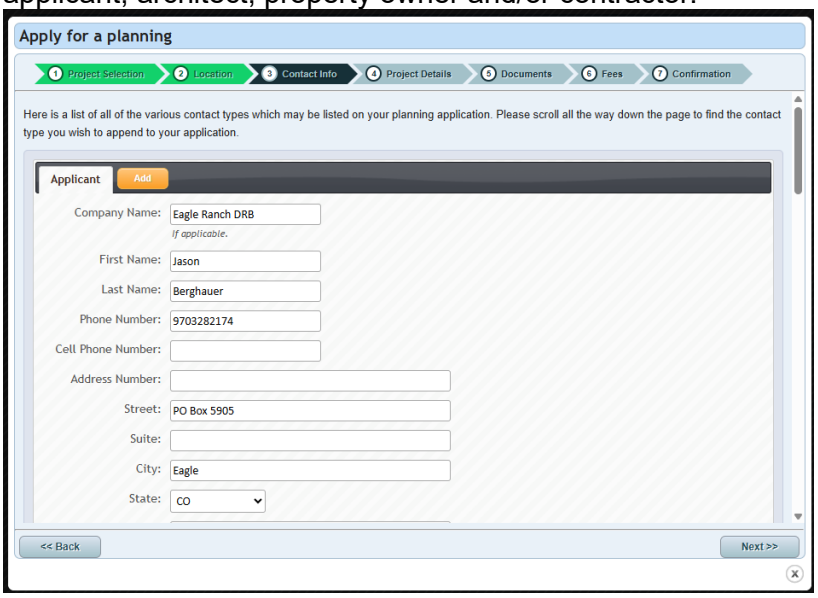
☐ For any level of Design Review (Pre-Design, Preliminary, Final and any Exterior Modifications), you will choose the top DRB Application for Review. Then click the “Next” button on the lower right.



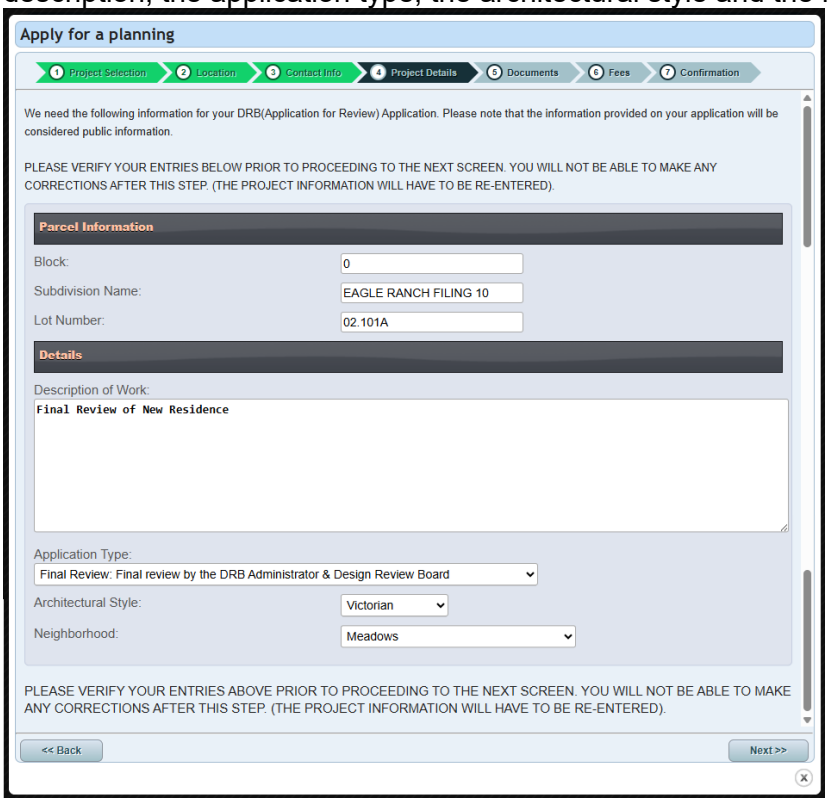
☐ Start by entering the project address and select the appropriate one from the options provided.



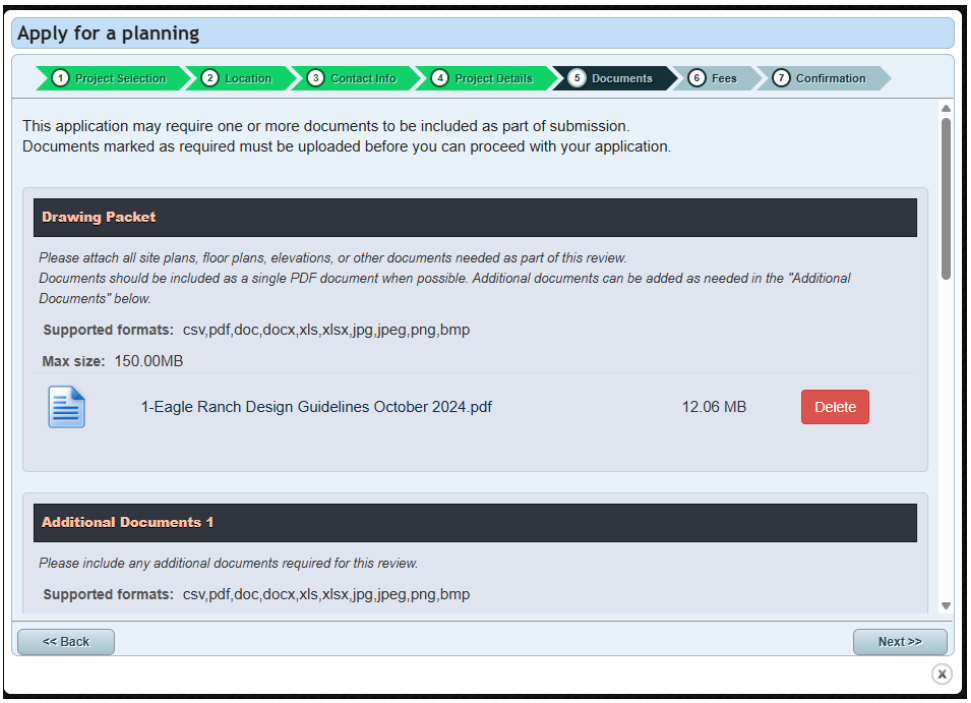
☐ On the next page, you will be able to enter all the related contact information for the project including the applicant, architect, property owner and/or contractor.



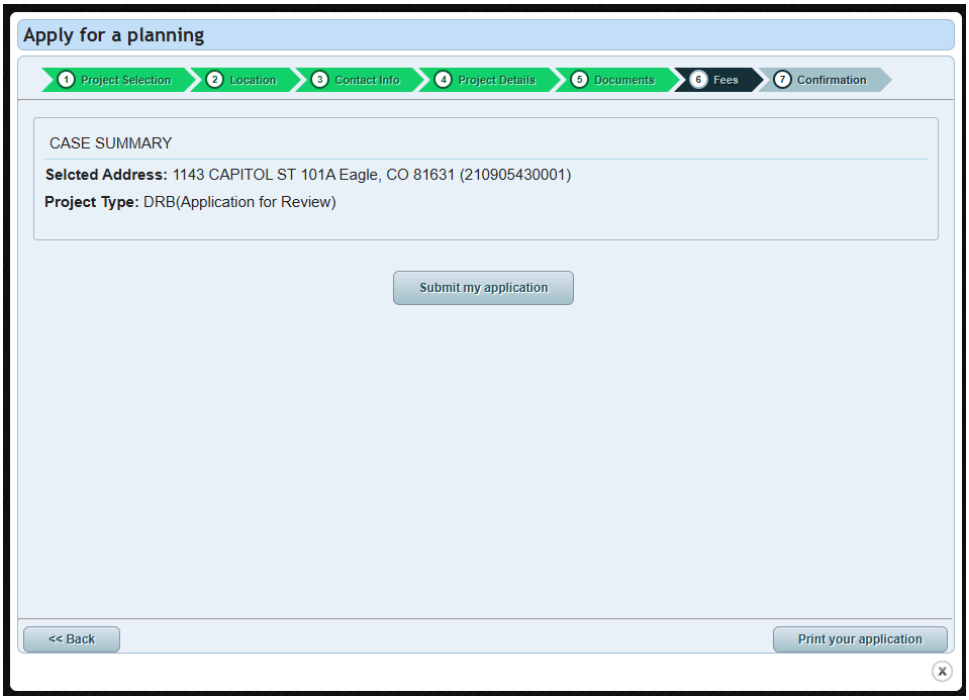
☐ On the following page, you will be able to enter information regarding the project including a brief description, the application type, the architectural style and the neighborhood.



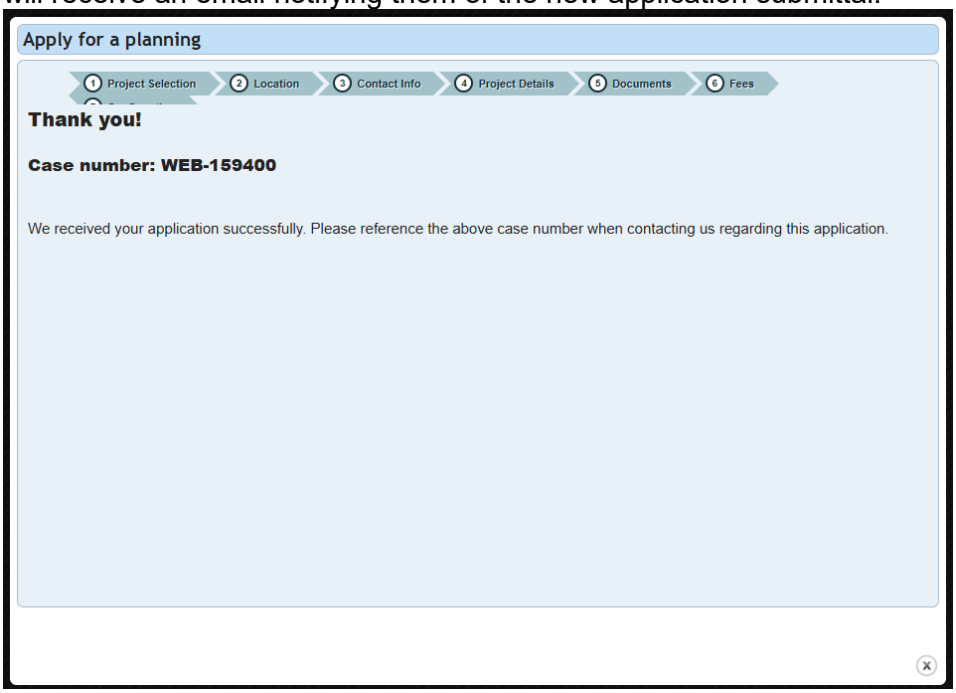
☐ The following page will allow you to attach any correlating or supporting documentation (pdfs, drawings, photos, etc.) Make sure to hit the “Upload Documents” button at the bottom of the page before going to the Next screen!



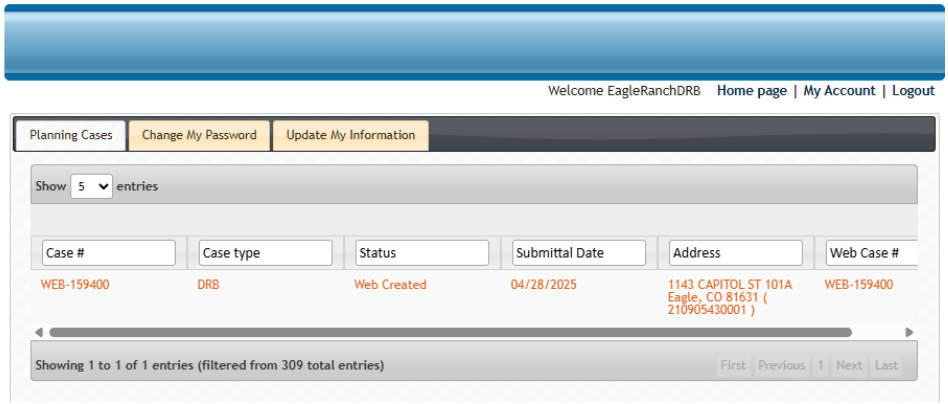
☐ Almost done! Step 6 will give you a summary of the case. When ready, hit the “Submit my Application” button.

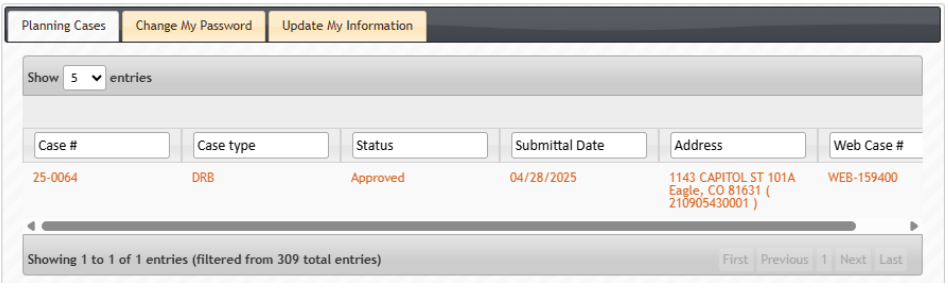


☐ The next screen will verify if the application has been successfully submitted. The Eagle Ranch DRB Admin will receive an email notifying them of the new application submittal.



☐ Click on the “My Account” link from the home page to see the status of the online application.





☐ Click on the desired case to see more information about it. This will show you the case summary, along with all associated documents. This will include both the files uploaded along with the application as well as any DRB provided documents like approval letters.

