

Date Received: _____



NORTHWEST
◀ CROSSING ▶

ARCHITECTURAL REVIEW COMMITTEE
COMMERCIAL SUBMITTAL FORM AND APPLICATION

Property Owner(s) _____

Current Address _____

_____ Phone _____

Building Style _____

Architect/Designer _____

Address _____

_____ Phone _____

Contractor/Builder _____

Address _____

_____ Phone _____

Building Square Footage _____ Lot Square Footage _____ Garage _____

The Architectural Review Committee (ARC), as provided for in the Master Declaration, exists for the purpose of maintaining high standards in design development and overseeing appropriate building and property use in NorthWest Crossing. When an owner wishes to construct a building or to alter/remodel an existing building, an application shall be made to the ARC by using this form. Completion of the following pages will provide the ARC with the information necessary to review the proposed construction for compliance with the Rules and Design Guidelines and the Prototype Handbook. The ARC may be contacted at (541) 312-6473 for additional information and assistance.

PROCEDURE FOR OBTAINING ARCHITECTURAL REVIEW COMMITTEE APPROVAL

REVIEW PROCESS

Submit this completed application form, a copy of the site plan, exterior elevations, floor plan(s), any pertinent details and required fees and color board of exterior elements for review to the ARC at 2677 NW Ordway Avenue, Ste. 100, Bend, OR 97701 at least two weeks prior to the next ARC meeting. Call (541)312-6473 to confirm scheduled ARC meetings.

- A. Notice of action taken by the ARC will be mailed to applicants as soon as possible. After receiving the ARC review letter, owner(s) or agent(s) of the owner(s) must respond in writing to the ARC within 14 days of the date of the review letter and may not begin construction until the ARC receives the written response and acknowledged final approval.
- B. Submit one set of construction documents as outlined on the following pages. Additionally, please provide a reduced set of all exterior elevations and floor plan (8.5 X 11). Plans must include all exterior elevations of the building, floor plans and a site plan. Remember to include all easements and all other pertinent information.
- C. Submit the Architectural Review Committee application fee in an amount equal to \$1.00/sq. ft. of building up to a maximum fee of \$15,000; and a minimum of \$2,500. A \$1,000 administration fee will be retained with the balance refunded upon successful completion of the project and any punch list ed items identified as a result of the ARC's final inspection. *The ARC reserves the right to make partial refunds in cases where non-compliant issues have not been addressed by owner.*
- E. Submit the color application form attached, showing all exterior materials and colors required for review. It may be submitted with your original final submittal, or at a later date. The color submittal is required so that all exterior elements are viewed together. Paint colors may require on-site review.

ITEMS TO REMEMBER

- A. ARC approval is valid for one year from the date of the ARC approval letter for new construction and six months for remodeling. If construction has not begun during that time, a new application fee is required. If construction of a building has not begun within one year of an Architectural Review Committee approval, all but \$1,000 of the original fee will be refunded. \$1,500 will be refunded.
- B. All construction on your building must be completed within one year from the date construction is begun.
- C. All landscaping must be completed within six months of completion of the exterior of the building, or by occupancy, whichever comes first.
- D. ARC assumes no liability for encroachments into platted setbacks, solar setbacks, easements, or neighboring property. Be sure to check the plat map of your lot and its property lines to avoid encroachments and trespass.
- E. All checks written for the application fee should be made payable to *West Bend Property Company LLC*.
- F. A color board, showing collectively, the exterior elements required for review and approval.

**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT
FOR NEW CONSTRUCTION**

I/We have read and understand the current NorthWest Crossing Covenants, Conditions & Restrictions, Commercial Rules & Design Guidelines, Prototype Handbook, and Submittal Form & Application.

Enclosed is the ARC Application Fee, of which all but \$1,000 may be refunded upon a satisfactory final inspection of the exterior of the building and landscaping by a representative of the ARC.

I/We understand that any change(s) to the exterior of the building from the original, approved submittal must be submitted to the ARC for review and approval before the change may be made.

I/We assume responsibility for any and all damages by the contractor/builder and his agents and subcontractors and their agents to adjacent property and/or to my/our property.

SIGNATURES (all owners' signatures required)

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Legal Description Of Property:

Lot _____ District _____

Street Address Of Property:

**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT
FOR ADDITIONS/REMODELS**

I/We have read and understand the current NorthWest Crossing Covenants, Conditions & Restrictions, Commercial Rules & Design Guidelines, Prototype Handbook, and Submittal Form & Application.

Enclosed is the application fee, of which all but \$500 may be refunded upon a satisfactory final inspection by a representative of the ARC

I/We understand that any change(s) to the exterior from the original, approved submittal must be submitted to the ARC for review and approval before the change may be made. I/We assume responsibility for any and all damages by the contractor/builder and his agents and subcontractors and their agents to adjacent property and/or to my/our property.

SIGNATURES (all owners' signatures required)

_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____

Legal Description Of Property:

Lot _____ District _____

Street Address Of Property:

Application Item Check

The following is a list of items that must be included and completed with all Architectural Review Committee (ARC) submittals. The ARC will review these items prior to granting final approval for any construction. Please initial all items you have completed for this application package:

A. SITE PLAN

<u>Initials</u>	<u>Requirements</u>
1.	Drawing scale: 1" = 10' or scaled to fit on standard plan sizes.
2.	Building footprint, driveway and roof plan, including overhangs.
3.	Property lines, setbacks, and easements (if any).
4.	Existing tree and rock outcropping locations. (Trees or rock outcroppings which are proposed for removal must be clearly designated as such on the plan.)
5.	Grading plan showing existing contours of site slope <u>and</u> proposed contour changes, both at 1' intervals (retaining walls, if any, must be accurately reflected on the grading plan).
6.	All utility stub locations.
7.	Exterior lighting plan (include catalog cutsheets).
8.	North arrow.
9.	Construction staging and access areas and temporary structure locations designated on plan.
10.	Utility, trash/recycling/storage yards, HVAC areas, driveway, parking areas, decks, walkways, fences etc., with design details and materials noted on plan.
11.	Elevation of the first floor of building (in relation to existing grade) noted on plan.
12.	Highest ridge of the home (in relation to existing grade) noted on plan.
13.	On-site drainage/containment systems.

B. EXTERIOR ELEVATIONS – All exterior building features clearly identified with accompanying materials/finishes noted. Features include but are not limited to:

<u>Initials</u>	<u>Requirements</u>
1.	Drawing scale: 1/4" = 1' or scaled to fit on standard plan sizes.
2.	Doors (include catalog cutsheets), window openings, trim, design features.
3.	Walls, partition, storage enclosures, fences, HVAC enclosure, trash/recycling enclosure.
4.	Stairways, rails, decks, patios, porches, landings, under deck/stairwell screening.
5.	All utility meter housing locations, screening, and materials.
6.	Roof, siding, foundation, masonry materials.
7.	Exterior light fixture locations and design (include catalog cutsheets).
8.	Proposed structure's main floor line drawn and noted.
9.	Finished and existing grades drawn and noted.

C. FLOOR PLANS

<u>Initials</u>	<u>Requirements</u>
1.	Drawing scale: 1/4" = 1' or scaled to fit on standard plan sizes.
2.	Walls, partitions.
3.	Door and window openings.
4.	Utility and trash locations.
5.	Stairways, rails, decks, patios, porches, landings.
6.	Heating & cooling system locations.

D. Landscape Plan (plant materials, sizes and their species/location; on-site drainage and containment systems; underground irrigation plan; special features, treatments and materials – use back of this page to describe):

If submitting landscape plan at a later date, initial here: _____

E. Estimated Excavation Start Date: _____

F. Estimated Completion Date of All Work: _____

NorthWest Crossing Color Application Form

Date _____

(attach color samples here or on separate 8.5 x 11 sheet)

Lot # _____

Street Address _____

Builder/Owner _____

The following items are being submitted for approval by the NorthWest Crossing Architectural Review Committee:

	<u>DATE OF APPROVAL</u>
House colors: Body _____	_____
Trim _____	_____
Other _____	_____
Other _____	_____
Roof Selection: _____	_____
Window Type & Color: _____	_____
Exterior Masonry: _____	_____
Front Door: (catalog cut attached)	_____
Exterior Lighting: (catalog cut attached)	_____
Landscape Plan: _____	_____
Fence: _____	_____
ARC Signature(s): _____	_____