

Date Received: _____



**ARCHITECTURAL REVIEW COMMITTEE
COMMERCIAL CONSTRUCTION SUBMITTAL FORM AND APPLICATION**

October 1, 2017

Property Owner(s) _____

Current Address _____

Phone _____

Building Style _____

Architect/Designer _____

Address _____

Contractor/Builder _____

Address _____

Building Sq. Footage: _____ Lot Sq. Footage: _____

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. 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, one copy of the site plan, exterior elevations, floor plan(s), and required fees and color board of exterior elements for review, to the ARC at 409 NW Franklin Ave, Bend, OR 97703. Submittals received after 12PM on the Friday preceding the next ARC meeting will be reviewed at the following ARC meeting. In some instances submittals may be scheduled for a future meeting depending on the agenda load. 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 and no later than 14 days after ARC review. 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 and approves the applicant's written response.
- B. Submit one set of construction documents as outlined on the following pages. Additionally, please provide a reduced set of all exterior elevations (8.5 x 11 or 11 x 17). Plans must include all exterior elevations of the building, floor plans, site plan, and a landscape plan. Remember to include all easements and all other pertinent information.
- C. Submit the ARC 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 listed 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.* Major alterations and additions to the landscaping will require ARC review but will not require additional fees. Please make your check payable to West Bend Property Company LLC.
- D. 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 will require on-site review prior to final color approval.

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 and a new fee is required. If construction of a building has not begun within one year of an ARC approval, ARC expenses related to the submittal will be deducted from any refunds as determined by the ARC.
- 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 is 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 ARC deposits should be made payable to West Bend Property Company LLC.
- F. A colorpalette, showing collectively, the exterior elements is 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, Rules & Design Guidelines, Prototype Handbook, and Submittal Form & Application.

Enclosed is the 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 _____ Phase _____

Street Address of Property:

Application Item Check

The following is a list of items that must be included and completed with all 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.	Identify Building Style.
2.	Drawing scale: 1" = 10' or scaled to fit on standard plan sizes.
3.	Building footprint, <u>roof plan, including overhangs</u> , parking areas, driveway and service areas clearly marked.
4.	Property lines, setbacks, and easements (if any).
5.	Existing tree and rock outcropping locations. (Trees which are proposed for removal must be clearly designated as such on the plan.) Tree type noted and drip line indicated.
6.	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). For lots with 5' or greater of elevation change a professional survey is required.
7.	All utility stub locations and utility trenching.
8.	Exterior lighting plan (include catalog cutsheets). Show locations of all exterior lighting on the building and the site.
9.	North arrow.
10.	Construction staging and access areas and temporary structure locations designated on plan.
11.	<u>Location of the following clearly marked:</u> walkways, decks, retaining wall(s), proposed utility lines, service yard/trash storage, parking areas, utility & meter equipment, exterior HVAC equipment, storage yards, fences and screen walls.
12.	Elevation of the first floor of the building (in relation to existing grade) noted on plan.
13.	Highest ridge of the building (in relation to existing grade) noted on plan.
14.	On-site drainage/containment systems.
15.	Tree Protection Measures

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: ¼" = 1'
2.	Doors (include catalog cut sheets), window openings, garage doors, 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 and housing.
6.	Roof, siding (including exposures), foundation, masonry materials clearly noted.
7.	Exterior light fixture locations and design (include catalog cutsheets).
8.	Proposed structure's main floor line drawn and elevation in relation to existing grade noted.
9.	Accurate finish and existing grades drawn and noted.
10.	Clearly show all roof penetrations (the ARC prefers that roof penetrations not be visible from the front elevation).

C. FLOOR PLANS

<u>Initials</u>	<u>Requirements</u>
1.	Drawing scale: ¼" = 1' (or as appropriate to accurately and clearly illustrate the floor plans.)
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 irrigating plan; special features, treatments and materials-use back of page to describe if needed):

If submitting a 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>
Building Colors: Upper Body _____	_____
Lower Body _____	_____
Trim _____	_____
Other _____	_____
Other _____	_____
Roof Selection _____	_____
Window Color: _____	_____
Exterior Masonry: _____	_____
Front Door: (Catalog cut attached)	_____
Exterior Lighting: (Catalog cut attached)	_____

ARC Signature(s):
