

Date Received: _____



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

January 16, 2018

Property Owner(s) _____

Current Address _____

Phone _____

Building Style _____

Architect/Designer _____

Address _____

Contractor/Builder _____

Address _____

Lot #: _____ Home Sq. Footage*: _____ Garage Sq. Footage: _____ Lot Size: _____ FAR % _____

*Beginning in Phase 7 all lots will be subject to the 48% floor area ratio (F.A.R.)

*Based on the Phase in which a home was built will dictate the allowed floor area ratio. See the Buildable Area and Setbacks section of the NorthWest Crossing Rules and Design Guidelines.

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 NorthWest Crossing Rules and Design Guidelines. The ARC may be contacted at (541) 749-2931 for additional information and assistance.

**PROCEDURE FOR OBTAINING
ARCHITECTURAL REVIEW COMMITTEE APPROVAL**

REVIEW PROCESS

Submit full-size drawings, required fees and color application with paint samples to the ARC at 409 NW Franklin Avenue, Bend OR 97703. Via email submit pdf copies of the site plan, exterior elevations, floor plan(s), and cut sheets of exterior elements for review, to christi@brooksresources.com. 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) 749-2931 to confirm scheduled ARC meetings.

- A. Notice of action taken by the ARC will be emailed 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, preferably via email, to the ARC within 14 days of the date of the review letter. Construction may not begin until the project has formal written ARC approval.
- B. Submit one set of construction documents as outlined on the following pages. Additionally, please provide a reduced 8.5 x 11 of the front elevation. 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 Architectural Review Committee application fee for new buildings (or \$500 for alterations/additions which increase the square footage of the building; no fee will be required for building remodels which do not increase the square footage of the building). 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. The \$1,500 (Guild Builder) or \$10,000 (Non-Guild Builder) deposit helps cover costs of professional fees expended by the ARC to assure satisfactory compliance with the NorthWest Crossing Design Guidelines. Up to \$1,000 (Guild Builder) or \$9,000 (Non-Guild Builder) of the new construction deposit and \$250 of the remodel deposit is refundable upon satisfactory completion of construction and landscaping (as approved by the ARC) and Earth Advantage Certification.
- E. Submit the color application form attached, identifying all exterior materials and colors required for review. It may be submitted with your original final submittal, or at a later date. A color palette, showing collectively, the exterior elements is required for review and approval. 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 Architectural Review Committee 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, including complete site landscaping.
- C. 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.
- D. All checks written for the ARC deposits should be made payable to West Bend Property Company LLC.

**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 _____, the refundable portion may be refunded upon a satisfactory final inspection of the exterior of the home and landscaping by a representative of the ARC.

I/We understand that any change(s) to the exterior of the home 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:

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

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 deposit of \$500. Up to \$250 may be refunded upon a satisfactory final inspection by a representative of the ARC.

I/We understand that any change(s) to the exterior of the home 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 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.	Identify Building Style.
2.	Drawing scale: 1" = 10'.
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. All trees, six inches or greater, must be clearly designated on the site plan including tree species, size including drip line and exact location. Note all trees to be removed, if any.
6.	Grading plan showing existing contours of site slope and proposed contour changes, both at 1' intervals (retaining walls, if any, must be accurately reflected on the grading plan).
7.	All lots with five feet or more of grade change must have a separate from site plan topographic survey completed by an Oregon licensed Professional Land Surveyor. A clean, unaltered, signed copy of the survey must accompany the Formal Design Submittal. Include trees from adjacent lots whose drip lines encroach onto subject lot. Tree size, species and location to be noted on the plan. Including any trees on adjacent lots whose drip lines encroach on the subject lot.
8.	All utility stub locations and utility trenching. Foundations are required to be constructed with conduit to allow for utility boxes to recessed into the wall.
9.	Exterior lighting plan (include catalog cutsheets). Show locations of all exterior lighting on the building and the site.
10.	North arrow.
11.	Construction staging and access areas and temporary structure locations designated on plan.
12.	<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.
13.	Elevation of the first floor of home (in relation to existing grade) noted on plan.
14.	Highest ridge of the building (in relation to existing grade) noted on plan.
15.	On-site drainage/containment systems.
16.	Tree Protection Measures
17.	The FAR calculation.

- 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, spa facilities under deck/stairwell screening.
5.	All utility meter housing locations and housing with conduit to allow the utility to be recessed into the wall.
6.	Roof, siding (including exposures), foundation, masonry materials clearly noted.
7.	Exterior light fixture locations and design (include catalog cut sheets).
8.	Proposed structure's main floor line drawn and elevation in relation to existing grade noted.
9.	Elevation of the highest point of the roof edge in relation to the rear setback. (See Exhibit A, attached).
10.	Accurate finish and existing grades drawn and noted.
11.	Clearly show all roof penetrations (the ARC prefers that roof penetrations not be visible from the front elevation). Roof penetrations shall be painted to match adjacent materials.
12.	Common details: size of materials and material description of all trims and claddings, details of all proposed knee braces and outlookers, detail of typical window and door jamb/head/sill conditions, details of all exposed column-to-beam and column-to-base structural connections, detail of front porch step handrail and guardrail, section detail through the Front Elevation porch ceiling showing wall/ceiling trim, detail of the chimney cap and shroud.

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.) Dimensions shall be noted on floor plans.
2.	Walls, partitions
3.	Door and window openings.
4.	Utility and trash locations.
5.	Stairways, rails, decks, patios, porches, landings, spa facility locations.
6.	Heating & cooling system locations.

D. Estimated Excavation Start Date: _____

E. 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)	_____

The ARC approval process for color palettes is two-fold. The colors will be reviewed and preliminarily approved in the office. The approved palette will then be required to be put on site on a 4x4 color board with exact cladding for ARC review in the field against other previously approved adjacent homes.