

Exhibit A-1 – Final Review Application Form/Mixed Housing T-1, M-1, C-1

**PROCEDURE FOR OBTAINING
ARCHITECTURAL REVIEW COMMITTEE APPROVAL
REVIEW PROCESS**

Deliver one set of full-size drawings (24"x36" preferred), an electronic pdf version of the drawings, a reduced 8.5" x 11" of the front elevation, the design review fee, the refundable deposit, the completed and signed Final Review Application, and exterior materials Color Application Form with paint chips to the ARC at 409 NW Franklin Avenue, Bend OR 97703. The Guild Builder or Owner's builder is to write a check for the refundable deposit and the Owner may pay the design review fee. Please make checks payable to NWX2 LLC. Email pdf copies of the complete application submittal to arc@discoverywestbend.com. Submittals will be reviewed and responded to within 15 days weeks of submittal unless excessive ARC workload requires more time. Call (541) 749-2931 to confirm schedule of Application review.

If changes to the plans are required, the revised plans must be submitted to the ARC for review with changes "clouded". Construction may not begin until written ARC approval is provided, and a signed Conformance Agreement has been returned to the ARC.

For Prototypes T-1, C-1, and M-1 Buildings, a design review fee and deposit are required and refundable upon satisfactory completion of the Improvements, as determined by the ARC, and submittal of an Earth Advantage Certification.

ARC Fees and Deposit				
	Fee	Each Add'l	Deposit	Each Add'l
	<u>One - Two Units</u>	<u>Unit</u>	<u>One - Two Units</u>	<u>Unit</u>
SFA up to Two Units	\$1,500		\$3,500	
SFA more than 2 or Fourplexes	\$1,500	\$500	\$3,500	\$1,750
Multiple Family	\$5,000		\$ per sq ft	
Commercial	\$5,000		\$ per sq ft	

SFA = Single Family Attached

If an additional design review is warranted due to a change in architectural design or significant revision an additional \$500 design review fee will be required.

The Color Application Form is best assembled at the time of the Final Review Application. However, Builders/Owners are permitted to submit the Color Application Form at a later date for review and approval. Catalog cut sheets are to be provided for all exterior materials and finishes noted on the Form.

The Discovery West ARC will not review an incomplete submittal.

ITEMS TO REMEMBER

1. ARC approval is required to be received within 18 months of closing on the lot(s). ARC approval is valid for one year from the date of the ARC approval letter for new construction and six months for remodels. If construction has not begun during that time, a new application and design review fee is required.
2. All Improvements must be completed within 18 months from the date construction has begun.

3. If ARC final inspection approval is not obtained within 18 months of the initial ARC approval letter date, the refundable deposit will be forfeited. Forfeited deposits may be used to bring the subject property into compliance with the approved plans and specifications or for other ARC related expenses.
4. The ARC assumes no liability for encroachments into platted setbacks, solar setbacks, easements, or neighboring properties. Be sure to check the plat map of your Lot and its property lines and obtain a Title Report to avoid encroachments and trespass.



DISCOVERY WEST

Date Received: _____

ARCHITECTURAL REVIEW COMMITTEE FINAL REVIEW APPLICATION FORM

Property Owner(s) _____

Current Address _____

Email Address _____ Phone _____

Architect/Designer _____

Email Address _____ Phone _____

Contractor/Builder _____

Email Address _____ Phone _____

Architectural Style (Not applicable to T-1 or M-1) _____

For Single Family Detached:

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

For Single Family Attached:

Prototype Classification: _____

# of Buildings	Lot #'s	Lot Sizes	Bldg. Sq. Footage	Garage Sq. Footage

Deliver:

- one set of full-size drawings (24"x36" preferred)
- an electronic pdf version of the drawings
- a reduced 8.5" x 11" of the front elevation
- the design review fee with the refundable deposit
- the completed and signed Final Review Application Form
- landscape Plan (required for *Lots with a Non-Development Easement*)
- exterior materials Color Application Form with paint chips

This application must be completed and submitted to the ARC for review and approval of new Home/Building or remodeling project. Contact the ARC at (541) 749-2931, arc@discoverywestbend.com, for additional information and assistance.

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

I/We have read and understand the current Discovery West Covenants, Conditions & Restrictions, applicable Architectural Guidelines, and ARC approval requirements.

Enclosed is the design review fee and the refundable deposit of _____, the refundable portion may be refunded upon a satisfactory ARC final inspection of the exterior of the Home/Building and landscaping and receipt of Earth Advantage Certification.

I/We understand that any change(s) to the exterior of the Home/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 all damages by the contractor/builder and his agents and subcontractors and their agents to adjacent property and/or to my/our property.

I/we give permission for NWX2 LLC to enter details from this Final Submittal into PlatWidget on our behalf.

SIGNATURES (all builder/Owners' signatures required)

_____ Date _____

_____ Date _____

Legal Description of Property:

Lot(s) _____ Phase _____

Street Address(es) of Property(ies):

Application Item Checklist

The following list of items must be included with all Final Review submittals. Provide one set of 24" x 36" drawings with the application. The ARC will review these items prior to granting final approval for any construction. Initial all items included with this application submittal:

A. SITE PLAN

<u>Initials</u>	<u>Requirements</u>
1.	Identify Architectural Style of the Home/Building and prototype classification. _____
2.	Drawing scale: 1" = 10' (C-1), 1" = 20' (for T-1 and M-1))
3.	Provide dimensions of building footprint, roof plan including overhangs, parking areas, driveway and service areas clearly marked.
4.	Property lines, setbacks, and easements if any.
5.	Existing tree (6" diameter and larger) and rock outcropping locations. Trees which are proposed for removal as well as all existing trees to be retained must be clearly designated on the plan. Tree sizes and species noted, and accurate drip line indicated. If a site has no trees, the site plan must note that condition. Dimension trunk to trunk 30 feet spacing for existing and new conifers.
6.	Grading plan showing existing contours of site, spot elevations at all property corners, proposed contour changes at 1' intervals (retaining walls, if any, must be accurately reflected on the grading plan), and proposed spot elevations at building and exterior patio/walk/driveway corners.
7.	All Lots with five feet or more of grade change must have a topographic survey completed by an Oregon licensed Professional Land Surveyor provided on its own sheet . This survey must be stamped and signed. Existing tree size, species, and location to be noted on the survey. Include any trees on adjacent Lots whose drip lines encroach on the subject Lot.
8.	All utility stub locations and proposed utility trenching.
9.	Exterior lighting plan (include fixture catalog cutsheets) showing locations of all exterior lighting on the Home and the site. Exterior lighting shall be dark sky compliant.
10.	North arrow.
11.	Construction staging, access areas and temporary structure locations designated on plan.
12.	Walkways, decks, patios (any kind of hard surface improvement), retaining walls, proposed utility lines, service yard/trash storage, parking areas, utility & meter equipment, exterior HVAC equipment, fences and walls, spa/hot tub facilities, etc.
13.	Existing and proposed grades are to be in relation to the first-floor elevation.
14.	Highest ridge elevation of the Home/Building (in relation to existing grade).
15.	On-site drainage/containment systems locations and details, including gutter downspout termination locations. All drainage must be retained on site.
16.	Tree Protection Measures per City of Bend standard detail.

B. EXTERIOR ELEVATIONS

<u>Initials</u>	<u>Requirements</u>
1.	Drawing Scale: ¼" = 1'
2.	Doors, window openings, garage doors, trim, design features.
3.	Confirm Essential Elements for architectural style are incorporated into the design (not applicable to Prototypes T-1 or M-1)
4.	Walls, partitions, hot tub screening, storage enclosures, HVAC enclosure, trash/recycling enclosure.
5.	Stairways, rails, decks, patios, porches, landings, spa facilities, and under deck/stairwell screening.
6.	All utility meter housing locations and housing with the utility meter recessed into the wall.
7.	Roof, siding, foundation, and masonry materials clearly noted. Verify Class A, ASTM E108 compliant roofing is proposed.
8.	Exterior light fixture locations and design.
9.	Proposed structure's main floor line drawn, and its elevation noted, in relation to existing grade.
10.	Elevation of the highest point of the roof ridge in relation to the existing grade at all setbacks or non-development easements. (See Exhibit D – Alley Setback).
11.	Accurate existing and proposed grades drawn and noted.
12.	Clearly show all mechanical, plumbing and all other roof penetrations (avoid visibility from the front elevation when possible). Roof penetrations shall be painted to match adjacent materials.
13.	Required details: Size of materials and material description of all trim and siding, details of all proposed knee braces/outlookers/corbels, detail of typical window and door jamb/head/sill conditions, details of all exposed column-to-beam and column-to-base 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.
14.	Gutter and downspout locations.

C. FLOOR PLANS

<u>Initials</u>	<u>Requirements</u>
1.	Drawing scale: ¼" = 1' (or as appropriate to illustrate the floor plans accurately and clearly). Dimensions shall be noted on floor plans.
2.	Walls, partitions, door, and window openings.
3.	Utility and trash/recycling locations.
4.	Stairways, rails, decks, patios, porches, landings, spa facility locations.
5.	Heating & cooling system locations.
6.	Gross square footage of each floor.
7.	Verify foundation, roof, and mechanical vents have metal screening with spacing no greater than 1/8"

D. LANDSCAPEPLAN

A landscape plan should be submitted with the Final Review application but may be deferred (unless otherwise required to be included). If deferred, the landscape plan shall be submitted and approved by the ARC prior to beginning any landscape work, including final grading, on site. Plans shall be on a minimum 11" x 17" sheet size, in color, and provide clear delineation between planting and non-planted areas. Beginning landscaping construction prior to ARC approval may result in a forfeiture of the deposit. No additional fees are required for landscape review.

All plantings proposed shall be consistent with Exhibit F - Approved Fire-Resistant Plants and Trees Zone 1 & 2. Plants not indicated on the approved plant list must be vetted for fire resistance prior to submitting the landscape plan.

<u>Initials</u>	<u>Requirements</u>
1.	Drawing scale: 1" = 10' Dimensions shall be noted on floor plans.
2.	North Arrow.
3.	Property Boundaries, setbacks, and all easements.
4.	Existing and proposed grading (including decks/porches/patios/paved paths) with drainage and retention features.
5.	Existing trees to remain and trees to be removed clearly noted.
6.	Utility stub locations.
7.	Home/Building footprint and roof overhangs.
8.	Site Improvements including driveway, parking areas, walkways, courtyards, decks, patios, terraces, hot tub pads, retaining walls, service yards, fencing. Combustible framing or decking/stairs is not allowed within five feet of the structure except for wood fence/screen walls.
9.	Landscape lighting, pathway lighting, landscape wall lights.
10.	Trees, plants, and groundcover including common names, size, and quantity.
11.	Water features and landscape boulders.
12.	Wildfire defensible zones identified.
13.	Irrigation zones and types; controller location.
14.	Tree and native vegetation protection fencing.
15.	Street Trees and ROW frontage landscape treatment.

Estimated Excavation Start Date: _____
 Estimated Completion Date of All Work: _____

**Discovery West
Color Application Form
(Submit one form for each lot if utilizing a different color palette)**

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 Discovery West Architectural Landscape Review Committee:

Building Colors: Upper Body _____

Lower Body _____

Trim _____

Other _____

Other _____

Roof Selection (submit with Final Application plans) _____

Window Color: (submit with Final Application plans)

Exterior Masonry: _____

Front & all other Exterior Doors: (Catalog cuts attached)

Exterior Lighting: (Catalog cut attached)

Landscape Plan: (submit with Final Application plans)

Gutter and Downspout Colors:

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 claddings for ARC review in the field against other previously approved adjacent Homes. The color board shall remain on site until the Home/Building is painted.

Exhibit B – Prototype Tables

Discovery West Single Family Detached Residential Prototype Table			
Prototype	R-1 Small Lot SFD RS	R-2 Medium Lot SFD RS	R-3 Large Lot SFD RS
Maximum Home Height (See Exhibit E - Home Height)	30'	30'	30'
Floor Area Ratio (FAR) (4)	50%	50%	50%
Lot Requirements:			
Width (2)	< 65'	65'-90'	> 90'
Typical Depth	105'	120'	200' +
Maximum Coverage	50%	50%	35%
Lot Setbacks:			
Front Minimum	10'	10'	20'
Front Maximum	20' (5)	20' (5)	N/A
Front Preferred	10'	10'	10'
Side	7.5'	10'	20'
Rear (1,7)	5'	5'	20'
Garage - Alley Loaded (3)	5'	5'	5'
Garage - Front Loaded (6)	26'	26'	26'
Encroachments into Setbacks allowed:			
Eaves and gables (regardless of setback)	2'	2'	2'
See City of Bend Development Code 2.1.300 Section F for others			
(1) When abutting an alley, 5 feet plus 1 foot for each foot by which the Home exceeds 15 feet.			
(2) Lot width calculation based on the width at the street frontage. Corner lots will have two front and two rear setbacks. The 20 foot side setbacks only applies to lots with 90 feet in width which are designated as Large Lot Residential District on Figure 2.7.3730 Districts in Bend Development Code.			
(3) Garage must be accessed from the alley if an alley exists.			
(4) The maximum Home square footage, including garage, shall not exceed 50% of Lot square footage. Lots with an ADU have a 55% FAR. This massing restriction is calculated based upon the total square feet of the Home including areas with heights of 5 feet or higher for all Lots. See Exhibit C. Refer to local zoning code for FAR vs. Lot Coverage.			
(5) Exceptions will be considered by the ARC on an individual design review basis.			
(6) Garages must be setback from the front face/living space of the Home by 16 feet.			
(7) A line shall be drawn on a 1:1 slope from the actual grade at the setback line up towards the Home from the Non-Development Easement line and no portion of the proposed Home or Improvements shall encroach beyond this 1:1 slope setback.			

Discovery West Mixed Housing and Multi-Family Prototype Table

Prototype	T-1 Live/Work townhomes SFA RS	T-1 Townhomes SFA RS	C-1 Cottage SFA RS	M-1 Mews SFA RS	Multi-Family MF-1	Small-Scale MF 4-Plexes
Maximum Home Height (See Exhibit E - Home Height)	35' (45')*	35	25'	35'		
Lot Coverage:	60%	60%	N/A	N/A		
Lot Setbacks: (1)						
Front Minimum	10' (2)	10' (2)	(3)	(3)		
Front Preferred	10'	10'	(3)	(3)		
Exterior Side	5' (4)	5' (4)	(3)	(3)		
Rear	5' (4)	5' (4)	(3)	(3)		
Garage - Alley Loaded	5' (4)	5' (4)	(3)	(3)		

* 45' height is Pending City approval of text amendments

1) Architectural Features. Except as prohibited in subsection (F)(6) of City Code, the following architectural features are allowed to encroach into the front' side and rear setbacks by no more than two feet provided a minimum setback of three feet is provided from the property line: eaves, chimneys including fireplace enclosures and chimney chases, bay windows up to eight feet in width, window wells, and similar architectural features.

2) An unenclosed covered or uncovered porch, patio, deck or stoop with a maximum floor height not exceeding 18 inches may be set back a minimum of six feet from the front property line, as long as it does not encroach into a public utility easement. No portion of the structure can encroach closer than six feet to the front property line including the architectural features in subsection (F)(5) of City Code.

3) See special standards for cluster housing in Bend Development Code Article XIX, Discovery West Planned Development

4) An uncovered porch, patio, deck or stoop located above finished grade with a maximum floor height not exceeding 18 inches must be set back a minimum of 18 inches from the side and rear property lines, as long as it does not encroach into a public utility easement.