



**DISCOVERY
WEST**

Date Received: _____

**ARCHITECTURAL REVIEW COMMITTEE
FINAL COMMERCIAL REVIEW APPLICATION
FORM**

Property Owner(s) _____

Current Address _____

Email Address _____ Phone _____

Architect/Designer _____

Email Address _____ Phone _____

Contractor/Builder _____

Email Address _____ Phone _____

Lot #: _____ Lot Size: _____ Building Sq. Footage: _____

Deliver:

- one set of full-size drawings (24"x36" preferred) Confirm drop-off location.
- an electronic pdf version of the drawings
- the design review fee with the refundable deposit
- the completed and signed Final Review Application Form
- exterior materials Color Application Form with paint chips

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

PROCEDURE FOR OBTAINING ARCHITECTURAL REVIEW COMMITTEE APPROVAL

Submit this completed application form, one copy of the site plan, exterior elevations, floor plan(s), required fees and color board of exterior elements for review to the ARC at 409 NW Franklin Avenue, Bend, OR 97703. Submittals received after 12 PM on the Thursday 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 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 pdf copy of these items to the ARC electronically at christi@brooksresources.com. 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 \$2.00/sq ft of building up to a maximum fee of \$15,000; and a minimum of \$2,500. A \$1,500 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. Major alterations and additions to the landscaping will require ARC review but will not require additional fees. Please make your check payable to NWX2, LLC.
- D. Submit the color application form attached, showing all exterior materials and colors required for review. The color application form 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 the building must be completed within one year from the date construction has 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. The 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 fee and deposit should be made payable to NWX2 LLC.
- F. A color palette, collectively showing the exterior elements is required for ARC review and approval.

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

I/We have read and understand the current Discovery West Covenants, Conditions & Restrictions, 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 Building and landscaping.

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 builder/Owners' signatures required)

_____ Date _____

_____ Date _____

Legal Description of Property:

Lot _____ Phase _____

Street Address of Property:

Commercial 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 Building Style.
2.	Drawing scale: 1" = 10' or scaled to fit on standard plan sizes.
3.	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.
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 Building 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, etc.
13.	First floor elevation of the building in relation grade noted on plan.
14.	Highest ridge elevation of the 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.
4.	Walls, partitions, screening, storage enclosures, HVAC enclosure, trash/recycling enclosure.
5.	Stairways, rails, decks, patios, porches, landings, and under deck/stairwell screening.
6.	All utility meter housing and locations.
7.	Roof, siding (including exposure), foundation, and masonry materials clearly noted.
8.	Exterior light fixture locations and design (include catalog cut sheets).
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.
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.
14.	Gutter and downspout locations.

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, door and window openings.
3.	Utility and trash/recycling locations.
4.	Stairways, rails, decks, patios, porches, landing locations.
5.	Heating & cooling system locations.
6.	Gross square footage of each floor.

D. LANDSCAPE PLAN

A landscape plan should be submitted with the Final Review application but may be deferred. 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.

Landscaping of the Lot shall be completed prior to a request for final ARC review and return of the refundable deposit. The ARC may approve an extension for landscape completion due to inclement weather, not to exceed 6 months.

<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.
5.	Existing trees to remain and trees to be removed clearly noted.
6.	Utility stub locations.
7.	Building footprint and roof overhangs.
8.	Site Improvements including driveway, parking areas, walkways, courtyards, decks, patios, terraces, retaining walls, service yards, fencing.
9.	Landscape lighting, pathway lighting, landscape wall lights.
10.	Trees, plants, and groundcover including common names, size, and quantity.
15.	Street Trees and ROW frontage landscape treatment.

Estimated Excavation Start Date: _____

Estimated Completion Date of All Work: _____