

## **Exhibit A – Final Review Application Form – Single Family Residential/R-1, R-2, R-3**

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

*Rim lots with Non-Development Easements and have existing foliage will be required to have a pre-construction site visit is required with the Discovery West Fire Professional and an ARC member to discuss siting of the home, tree preservation/removal, and to review non development easement (NDE) wildfire mitigation practices and NDE/NBZ (no build zone) requirements. These lots will also have a wildfire mitigation inspection at Final Inspection prior to the ARC deposit being refunded. See Exhibit H - Wildfire Mitigation, Landscape and Construction Requirements for more information on the lot specific Wildfire Mitigation requirements for these lots. Final Applications for these lots must include a landscape plan or they will not be accepted for review.*

Email an electronic pdf version of the drawings, a reduced 8.5" x 11" of the front elevation, and the completed and signed Final Review Application to [arc@discoverywestbend.com](mailto:arc@discoverywestbend.com). Drop off a hard copy set of the plans to the Architectural Consultant. The design review fee, the refundable deposit, and exterior materials Color Application Form with paint chips can be dropped off 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. 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 the 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 R-1, R-2, and R-3 Homes, a \$1,500 design review fee is required for Guild Builders and a \$3,000 fee is required for other Owner/Builders. A refundable deposit of \$3,500 for Guild Builders and \$12,000 for other Owners/Builders is required and refundable upon satisfactory completion of the Improvements, as determined by the ARC, and submittal of an Earth Advantage Certification.

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 12 months of closing on the lot. 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. Digout and construction must begin within 12 months of Final ARC Approval. All Improvements must be completed within two years of Final ARC Approval.
3. If ARC final inspection approval is not obtained within 24 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 \_\_\_\_\_

Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Home Sq. Footage: \_\_\_\_\_ Garage Sq. Footage: \_\_\_\_\_ FAR % \_\_\_\_\_

**Submit:**

- an electronic pdf version of the drawings (site plan, floor plans, elevations and architectural details)
- A hard copy 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 *Rim Lots with NDE*)
- exterior materials Color Application Form with paint chips and corresponding door and light cut sheets

This application must be completed and submitted to the ARC for review and approval of the new Home or remodeling project. Contact the ARC at (541) 749-2931, [arc@discoverywestbend.com](mailto: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, 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 and landscaping and receipt of Earth Advantage Certification.

**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.**

**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 \_\_\_\_\_ Phase \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

## Prototypes R-1, R-2, and R-3 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. _____
2.	Drawing scale: 1" = 10' (recommended), 1" = 20' (minimum)
3.	Provide dimensions of building footprint, roof plan including overhangs, parking areas, Driveway, walkways and service areas clearly marked.
4.	Property lines, setbacks, and easements if any.
5.	Existing trees (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 <b>on its own sheet</b> . 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 (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.
17.	Indicate Street Trees in the parkstrip.
18.	Floor Area Ratio "FAR" calculation (See Exhibit C - Floor Area Ratio (FAR) – Floor Area Ratio)

**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
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 accurately and clearly illustrate the floor plans.) Dimensions shall be noted on floor plans.
2.	Walls, partitions, doors, 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. LANDSCAPE PLAN**

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.

**For Rim lots with an NDE** an inspection of the Firewise approved Landscaping 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.
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 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 groundcovers include 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.
16.	Indicate Zones 1, 2, and 3 according to and in compliance with Exhibit H. Show the NBZ line and the NDE line

Estimated Excavation Start Date: \_\_\_\_\_

Estimated Completion Date of All Work: \_\_\_\_\_

**Discovery West  
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 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 is painted.