



## Preliminary Review Application

The Preliminary Review provides Owner(s) and agent(s) an opportunity to have the conceptual design reviewed, and to receive Architectural Review Committee (ARC) advice about the proposed improvement at an early stage of the project, before costlier construction drawings are prepared and/or application for building permits has been made. As of January 2015, the Preliminary Review is a required part of the application process for construction of a new home. An important outcome of the Preliminary Review process is formal approval of the proposed siting of the home relative to the 100' building circle and to required setbacks. The siting of the home must be approved before the next step in the process, the Final Review, can be initiated. The association's consulting architect will review the Preliminary Review Application and accompanying plans. There is a non-refundable fee of \$5,000.00 which is due at Preliminary submittal this fee includes Final review. Please submit the Application Fee and Deposit in **separate checks** payable to *Awbrey Butte Owners Association*.

**Application Fee** - A non-refundable fee of \$5,000 is required for a new home. The Application Fee includes Preliminary review, Final review and Final Inspection, and one follow-up inspection if required. The cost of additional follow-up inspections, for non-compliance with prescriptive requirements, shall be charged at the rate of \$100 per inspection. This fee covers the cost of professional services incurred by the ARC (the Architectural Consultant, Landscape Consultant, Firewise Consultant and Architectural Management).

**Refundable Deposit** - In addition to the Application Fee, a refundable deposit of \$5,000 is required. The deposit is intended to assure satisfactory compliance with the approved application. Up to 100% of the deposit is refundable upon ARC verification that the completed construction meets the Awbrey Butte Owners Association CC&Rs, Section 1 of the Awbrey Butte Owner's Manual (ABOM), and is consistent with the approved plans, specifications and requirements, if any, in the ARC approval letter.

As part of the Preliminary Review 8.5" x 11" Reductions of the plans will be emailed to owners of contiguous properties to allow for commentary which will be considered by the ARC during the review meeting. The lot must be strung with the footprint of the house and the boundaries of the lot before the plans are mailed to contiguous property owners.

The management company must receive Preliminary Review Applications and accompanying plans at least three weeks prior to the scheduled meeting at which the application will be reviewed.

If an owner wishes to change the footprint of the house before moving forward in the process, a Design Change Application must be submitted and approved before the next step can be initiated. The Design Change Application includes a non-refundable \$250 fee. Following is a list of exhibits that must be included in a Preliminary Review Application:



Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner's telephone: \_\_\_\_\_ Owner's e-mail: \_\_\_\_\_

Architect's name: \_\_\_\_\_ Architect's telephone: \_\_\_\_\_

Architect's e-mail: \_\_\_\_\_

## Preliminary Review Requirements:

1. Preliminary Review Application Form
2. Two checks made out to Awbrey Butte Owners Association for \$5,000.00 for the application fee and \$5,000.00 for the Refundable Deposit.
3. A 3D Rendering of the home sent electronically.
4. A separate topographic and boundary survey with north arrow and graphic scale, stamped and signed by a licensed Oregon surveyor
5. The lot must be strung with the footprint of the house and the boundaries of the lot

### One Full scale set of plans in PDF format to include

6. Site Plan, full scale (1 copy - drawing scale at 1" = 10') to include:
  - a) North, South, East and West exterior elevations drawn to scale
  - b) Property lines, setbacks, sewer, and all other easements (if any)
  - c) Building site stake location and 100' building site circle clearly identified
  - d) Building footprint location, roof plan including overhangs, and driveway clearly marked
  - e) Grading of driveway and any other exterior hardscapes
  - f) All tree and rock outcropping locations (trees which are proposed for removal must be clearly designated as such on the plan)
  - g) Clearly marked locations of walkways, decks, retaining wall(s), parking areas, proposed utility lines, service yard/trash storage, spa/hot tub facilities, utility, mechanical equipment, HVAC, etc., and identify proposed screening for HVAC and utility meters that



- are exposed to neighboring properties or public streets
- h) The location of homes on adjacent home sites (if they exist)

7. Exterior Elevations:

- i) the elevation of the first floor of home (in relation to existing grade)
- j) the highest ridge elevation of the home (in relation to existing grade)
- k) Existing and proposed "spot" grade elevations at all corners of the foundation