



### Addition or Remodel Application

Property Owner Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Email \_\_\_\_\_

Architect / Designer Name & email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Email \_\_\_\_\_

Licensed Surveyor \_\_\_\_\_ Phone \_\_\_\_\_

Square Footage: Home \_\_\_\_\_ Garage \_\_\_\_\_

Building Height: Average \_\_\_\_\_ feet Tallest Elevation \_\_\_\_\_ feet

### PROCEDURE FOR OBTAINING ARC APPROVAL

Submit this completed application form (items A thru E listed below) to Aperion Management Group in PDF format via email to [rnichols@aperionmgmt.com](mailto:rnichols@aperionmgmt.com).

- A. Submit a set of architectural drawings with the **Architectural Drawings Checklist**. Plans must include site plan(s), the four exterior elevations of the building, and floor plan(s). Submitted drawings must be dated. Plans shall be prepared full size and at least 300 DPI. PDF files are required as well. All materials must be received at least three weeks prior to a scheduled ARC meeting. The ARC meets, as needed, twice per month.
- B. Review, initial, sign and submit the Agreement **for Remodel / Addition** form.
- C. Submit the Application Fee(s) and Deposit payable to *Awbrey Butte Owners Association*.  
**Application Fee & Deposit** – Remodel / additions require a non-refundable fee of \$ 2,000 and a refundable deposit of \$2,000.

#### ITEMS TO REMEMBER - With Your Submittal

1. Consult Architectural Guidelines for updates and a complete set of submittal requirements. Where any requirement set forth in this application is not listed or conflicts with those in the current Building & Design Guidelines or the ABOM, **the requirement in this application shall take precedence.**
2. A string layout showing the footprint of the building and the driveway must remain on the lot for final review. For a remodel or addition, layout the new area(s).
- D. Submit the **Material & Color Selection** form along with a **Material & Color Board**, showing all proposed exterior materials and colors.
  - A. The Material & Color Selections form and Material & Color Board must be completed for all materials and finishes incorporated in the new architectural elements. However, the Material & Color Board is not required if the new architectural elements use only the exterior materials and finishes as those on the existing home.
  - B. It is not always possible to match paint and stain colors with those on an existing home. If the entire home is to be repainted, samples of the new paint and stain colors may be applied on a small area of the home for ARC on-site review. Include the new paint and stain colors information on the Material & Color Selections form.



### ARCHITECTURAL DRAWINGS CHECKLIST

The following is a list of items that must be included in the architectural drawings. The ARC will review these items prior to granting final approval for any construction. Make sure to initial all items that have been completed. Indicate **N/A** (not applicable) where appropriate.

**Remodel or Addition** - Plans and elevations must include sufficient detail showing the existing architectural elements so that the new elements can be evaluated in context with the existing home. Existing elements must be identified on the drawings. Proposed additions and changes to the roof require the calculation of new average and tallest building heights using the grade elevations existing prior to the original construction. An addition located partially or entirely outside of the original Building Circle is subject to the same restrictions as is new construction. Modification of the original architectural drawings is strongly encouraged.

#### A. Site Plan – Initial items included with this application:

|     |   |
|-----|---|
| 1.  | Drawing scale: 1" = 10'   |
| 2.  | Building footprint, driveway, and roof plan including overhangs, skylights, solar collection devices, and satellite dish locations  |
| 3.  | Property lines, setbacks, and easements (if any), and footprints of buildings on adjacent lots  |
| 4.  | Tree and rock outcropping locations, and existing elevation contours from Topographic Survey. Trees which are proposed for removal must be clearly designated as such.  |
| 5.  | All utility stub locations  |
| 6.  | Building site stake location with accompanying 100' Building Circle   |
| 7.  | North arrow   |
| 8.  | Elevation of the first floor of home (in relation to existing grade)  |
| 9.  | Highest ridge of the home (in relation to existing grade)   |
| 10. | Existing and Finished Grade Elevations of the major corners of the building footprint   |
| 11. | Heating & cooling units & enclosure(s), trash/recycling/wood storage enclosure(s), driveway, parking areas, spa/hot tub facilities, decks, walkways, dog runs, etc., with materials noted   |
| 12. | * Construction staging and access areas, and location of any temporary structures   |
| 13. | * Grading and drainage plan showing: existing contours of site slope <u>and</u> proposed contour changes, both at 2' intervals (retaining walls, if any, must be accurately depicted); collection and routing of runoff water to retention features |
| 14. | * Landscape & Exterior lighting plan clearly identifying planting Zones 1, 2, and 3 and including a Plant List. (Zones 1 and 2 do not need to be continuous.)   |



\* Construction staging & access areas, grading & drainage plan (with runoff calculations), and landscape & exterior lighting plan should be submitted as separate drawing sheets to clarify extensive design information. If doing so, include basic topographic data, property lines, setbacks, building footprint, and any other features on each additional sheet that coordinates with the main Site Plan.

**B. Exterior Elevations – Initial items included with this application:**

|     |   |
|-----|---|
| 1.  | Drawing scale: $\frac{1}{4}'' = 1'$   |
| 2.  | <b>All exterior building features clearly identified with accompanying materials/finishes noted. Features include but are not limited to:</b><br>-- Doors, window openings, garage doors, trim, design features |
| 3.  | -- Walls, partition, storage enclosures, fences, heating & cooling units & enclosure(s), trash/recycling/wood storage enclosure(s)  |
| 4.  | -- Stairways, rails, decks, patios, porches, landings, spa facilities, under- deck/stairwell screening  |
| 5.  | -- All utility meter housing locations, screening, and materials  |
| 6.  | -- Material used for roof, siding, foundation, and masonry location and materials   |
| 7.  | -- Exterior light fixture locations and design  |
| 8.  | -- Skylight and solar collection device locations and design; satellite dish location   |
| 9.  | Main floor line drawn and noted   |
| 10. | Elevation of the highest point of the roof ridge in relation to the existing grade noted  |
| 11. | Finished and existing grades drawn and noted  |

**C. Floor Plan(s) – Initial items included with this application:**

|    |  |
|----|--|
| 1. | Drawing scale: $\frac{1}{4}'' = 1'$  |
| 3. | Walls, partitions, and room use designations                               |
| 4. | Door and window openings   |
| 5. | Utility, trash, wood storage locations                                     |
| 6. | Stairways, rails, decks, patios, porches, landings, spa facility locations |
| 7. | Heating & cooling system locations   |
| 8. | North arrow  |



**D. Topographic Survey – Initial items included with this application:**

|    |   |
|----|---|
| 1. | Stamped and signed by a licensed surveyor. See NOTE for remodel or addition |
|----|---|

NOTE: For an addition, the original Topological Survey will be required if the original and current grade elevation contours are not adequately represented on the submitted drawings for the ARC to determine the new average and maximum building h

**CONSTRUCTION PROCEDURES & SCHEDULE**

Date \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner Name(s) \_\_\_\_\_

Contractor / Builder Name \_\_\_\_\_

**A. Site Work:** String layout of building footprint and driveway are ready for ARC review, initial here: \_\_\_\_\_**B. Material & Color Board:** If submitting at a later date, initial here: \_\_\_\_\_**C. Landscape Plan:** If submitting at a later date, initial here: \_\_\_\_\_**E. Estimated Excavation Start Date:** \_\_\_\_\_**F. Estimated Completion Date of All Exterior Work:** \_\_\_\_\_**D. During Construction - Describe the provisions you will be making for the following:**

1. Temporary structures (what and where):

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2. Temporary toilet facilities (which must be gray or green in color):

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3. Location of staging and material storage areas:

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4. Topography and adjacent property trespass protection method:

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5. Temporary protection from water runoff and erosion:

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6. Temporary protection of existing trees (trees not being removed):

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### MATERIAL & COLOR SELECTIONS

Date \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner Name(s) \_\_\_\_\_

Complete all sections and attach manufacturer brochures, catalogue cuts, etc. Indicate **N/A** (not applicable) where appropriate. Paint or stain color samples are required for those items marked with an asterisk (\*). Please send photo of material board to [hjones@aperionmgmt.com](mailto:hjones@aperionmgmt.com) and deliver the material board to the lot for committee review.

| Description             | Manufacturer, Model, Type, Material | Color Number & Name |
|-------------------------|-------------------------------------|---------------------|
| Windows                 |                                     |                     |
| Exterior Doors          |                                     |                     |
| Skylights               |                                     |                     |
| Solar Devices           |                                     |                     |
| Exterior Light Fixtures |                                     |                     |
| *Siding                 |                                     |                     |
| *Window Trim            |                                     |                     |
| *Door Trim              |                                     |                     |
| *Fascia                 |                                     |                     |
| *Exposed Framing        |                                     |                     |
| Roof                    |                                     |                     |
| Flashing                |                                     |                     |
| Gutters & Downspouts    |                                     |                     |
| Other Exterior Metals   |                                     |                     |
| Exterior Masonry        |                                     |                     |
| *Other Enclosures       |                                     |                     |
| *Decks                  |                                     |                     |
| *Deck Railings          |                                     |                     |
| Foundation              |                                     |                     |
| Driveway & Parking      |                                     |                     |
| Patios                  |                                     |                     |
| Walkways                |                                     |                     |