

# APPLICATION FOR ARCHITECTURAL MODIFICATION AWBREY BUTTE HOMEOWNERS' ASSOCIATION

## IMPORTANT INFORMATION - PLEASE NOTE:

- All Applications and Plans must be emailed to Management in PDF format. Please ensure that the address is in the subject line of all communication.
- All Applications must be complete and include all required information or they will be returned to the applicant as incomplete and require re-submission.
- Please use the checklist enclosed to ensure that all items have been addressed.
- In some cases, you may be asked to provide additional information to the committee prior to ARC approval.
- Please contact Aperion Management if you have questions about submission requirements:  
- Emma Davidson at 541-389-3172 or [edavidson@aperionmgmt.com](mailto:edavidson@aperionmgmt.com).

**MINOR MODIFICATION APPLICATION**

This application is to be used for non-structural modifications performed to the exterior of a home or lot after ARC final inspection and approval of new home construction. **This form cannot be used for minor modifications requiring a building permit.** (Use the *Construction Submittal Form and Application* for any modifications requiring a building permit.) Please ensure all sections are completed prior to submitting for ARC review.

Owner(s): \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICATION FOR:** (Please complete a separate application for each request)

- |                              |   |  |
|------------------------------|---|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Replace Existing | <input type="checkbox"/> Remove Existing |
|------------------------------|---|--|

**Please indicate below the category for which approval is being requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Deck & Patio         | <input type="checkbox"/> Landscaping                                 |
| <input type="checkbox"/> Enclosures           | <input type="checkbox"/> Satellite Dishes, Antennas, Solar Panels    |
| <input type="checkbox"/> Paint Exterior       | <input type="checkbox"/> Hot Tubs & Pools                            |
| <input type="checkbox"/> Roofing              | <input type="checkbox"/> Play/Exercise Equipment & Custom Structures |
| <input type="checkbox"/> Gutters & Downspouts | <input type="checkbox"/> Storage Shed                                |
| <input type="checkbox"/> Siding               | <input type="checkbox"/> Recreational Equipment Storage              |
| <input type="checkbox"/> Windows & Doors      | <input type="checkbox"/> Other-please explain below                  |
| <input type="checkbox"/> Trees                |  |

**Brief Description of Proposed Project: (Please print or type)**

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**PLEASE NOTE:** The ARC has 30 days from the date a **COMPLETE** application is received (including required signatures, plats, sketches,

and fees, etc.) is received to approve or deny each application.

**Project Information:**

Proposed Start Date \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Project to be installed by:**

Owner

Undecided

Contractor (*please provide information*) Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

**REQUIRED**

**Neighbors' Acknowledgments:**

You are requested to obtain the signatures of all lot owners whose lots are immediately adjacent to your lot. Signatures from your neighbors indicate an awareness of your proposed change and **do not** constitute approval or disapproval on their part.

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

## **Application Check List**

In addition to completing this application, please review all applicable sections of the Awbrey Butte Owner's Manual and the general requirements listed below, to ensure all information is provided at the time of submission. Also include any supplemental photos, dimensions, sketches, and catalog illustrations that will assist the ARC when reviewing your application. All submitted drawings and sketches must be dated and initialed. Revisions (if any) to previously submitted drawings and sketches must be initialed and show the revision date. The ARC may request additional information in order to complete a full review.

### **DECK & PATIO** - Designs exceeding building code height limits require a building permit.

- Site Plan showing the size and location of the proposed modification in relation to the home, setbacks, property lines and including all dimensions.
- Elevation views(s) are also required for a Deck showing all architectural features including height, style, and skirting.
- Description and samples of all finish materials including any applied paint, stain, or other applied colors and textures (no pictures or paint chips).

### **Enclosures** - Fences are discouraged except for specific purposes (see ABOM Section 2.17).

- On-site string layout or tapeline on your lot, as long as the proposed modification is not near or in any setbacks. Otherwise, a Site Plan showing the size and location in relation to the home, setbacks, property lines and including all dimensions.
- Elevation views(s) showing height and style.
- Description and samples of all finish materials including any applied paint, stain, or other applied colors and textures (no pictures or paint chips).

### **PAINT EXTERIOR**

- Sample(s) of the new paint/stain color(s) and the name/number of the color applied to siding and trim materials.
- Sample of paint/stain color(s) must also be applied to the house for ARC on-site review.
- Photo of the home with the current paint, paint chips or samples of the new proposed paint.

### **ROOFING**

- Manufacturer description and pictures of roofing and flashing materials, and colors.

### **GUTTERS & DOWNSPOUTS**

- Description and samples of all materials including colors.

### **SIDING**

- Description and samples of all finish materials.
- Elevation views(s) are also required when proposing a change in the Siding style (i.e., change from lap to board & baton, etc.).
- Sample(s) of the new paint/stain color(s) and the name/number of the color applied to siding and trim materials (no pictures or paint chips).
- Sample of paint/stain color(s) must also be applied to the house for ARC on-site review.

### **WINDOWS & DOORS** - Structural modifications may require a building permit.

- All affected elevation views(s) showing location, size, and style. When replacing with the same style and size, pictures or catalog cuts may be submitted instead of elevation views.
- Manufacturer description and pictures including materials and colors.

### **TREES**

- Markup an existing Landscape Plan or Site Plan or provide a sketch showing the proposed Tree modifications.

- When a naturally occurring tree(s) larger than 6 inches in diameter is proposed for removal, the tree must be clearly marked for ARC on-site review.

**LANDSCAPING - Walls exceeding building code height limits require a building permit.**

- Markup an existing Landscape Plan or provide a sketch showing the proposed modifications including any retaining walls. The ARC may require a full Landscape Plan for extensive modifications. ABOM Section 2.50 contains an extensive list of plants suitable for Zones 1, 2, and 3. When compiling the Plant List on your Landscape Plan, also include next to each plant name the zone(s) where it is used.
- When a naturally occurring tree(s) larger than 6 inches in diameter is proposed for removal, the tree must be clearly marked for ARC on-site review.

**SATELLITE DISHES, ANTENNAS, SOLAR PANELS**

- Site Plan, Elevation view(s), pictures, or sketches that clearly show the location on the home. If not attached to the home, a Site Plan is required showing the location in relation to the home, setbacks, property lines and including all dimensions.
- Manufacturer description and pictures including colors.

**HOT TUBS & POOLS - Must screen from public view.**

- On-site string layout or tapeline, as long as the proposed modification is not near or in any setbacks. Otherwise, a Site Plan showing the size and location in relation to the home, setbacks, property lines and including all dimensions.
- Manufacturer description and pictures of all equipment including materials and colors.
- Elevation views(s) showing screening style and height.
- Description and samples of all screening materials including any applied paint, stain, or other applied colors and textures (no pictures or paint chips).

**PLAY/EXERCISE EQUIPMENT & CUSTOM STRUCTURES – Must screen from public view.**

- On-site string layout or tapeline, as long as the proposed modification is not near or in any setbacks. Otherwise, a Site Plan showing the size and location in relation to the home, setbacks, property lines and including all dimensions.
  - Play and tree house roof height must not exceed 12 feet, measured from the average existing grade to the roof peak.
  - Footprint encompassing all equipment and structures may not exceed 200 sq.ft.
  - A building permit is required (City of Bend building codes) when: play/tree house exceeds 200 sq.ft. floor area and/or 10 feet high from finished floor to average roof surface height; platforms and/or decks exceed 30" above existing grade.
- Manufacturer description and pictures including materials and colors. Custom structures require: four exterior elevations showing windows, doors; finish material samples with applied colors (no pictures or paint chips).
  - All colors and finish materials must blend into the surrounding landscape.
  - All metallic surfaces must be coated/painted.
  - Brightly colored equipment or structures will not be approved.
- Elevation views(s) showing screening style and height.
- Description and samples of all screening materials including any applied paint, stain, or other applied colors and textures (no pictures or paint chips).

**STORAGE SHED**

- Site Plan showing the size and location in relation to the home, setbacks, property lines and with all dimensions.
- Prefabricated Shed** requires manufacturer description and pictures, including materials and colors.
- Custom Shed** requires: four elevation views showing all architectural features including height, style; finish material samples with applied colors (no pictures or paint chips).

**RECREATIONAL EQUIPMENT STORAGE - Must screen from public view.**

- On-site string layout or tapeline, as long as the proposed modification is not near or in any setbacks. Otherwise, a Site Plan showing the size and location of the storage area in relation to the home, setbacks, property lines and with all dimensions.

- Elevation views(s) showing screening style and height.
- Description and samples of all screening materials including any applied paint, stain, or other applied colors and textures (no pictures or paint chips).

**By reading and initialing each of the conditions listed below, I/We agree:**

1. \_\_\_\_\_ that approval by the ARC shall in no way be construed as to pass judgment on the accuracy of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to locate *utilities, easements, and right-of-ways*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes of Deschutes County and the City of Bend.
3. \_\_\_\_\_ that approval by the ARC shall in no way be construed as to pass judgment on whether the proposed modification being reviewed is in compliance with the applicable building and zoning codes of Deschutes County or the City of Bend
4. \_\_\_\_\_ that approval by the ARC of any particular plans and specifications or designs shall not be construed as a waiver of the right of the ARC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
5. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the ARC has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred to enforce this statement.
6. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 12 months of the approved date of this application. Otherwise, the approval by the ARC shall be deemed conclusively to have lapsed and to have been withdrawn.
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must be completed within 12 months of starting construction or alterations.
8. \_\_\_\_\_ that there shall be no deviations from the plans, specifications, and/or location approved by the ARC without prior written consent of the ARC. Any deviation from the original application must be resubmitted for ARC approval prior to implementing such deviations.
9. \_\_\_\_\_ that I authorize members of the ARC or managing agent to enter upon my Property to make one or more routine inspection(s).
10. \_\_\_\_\_ that it is my responsibility and obligation to adhere to all required provisions of the Awbrey Butte CCR's, Rules and Regulations, and the Awbrey Butte Owner's Manual.
11. \_\_\_\_\_ that I am responsible for any damage and all cost to repair the right-of-way or community property that results from the proposed modification.

Owner/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Owner/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_