



**Final Review Application**

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

**Architect / Designer Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

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

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

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

The Architectural Review Committee (ARC), as provided for in the Master Declaration, exists for the purpose of maintaining high standards in design development and overseeing appropriate building and property use in Awbrey Butte. This form is the second step in the ARC review process for constructing a building or remodeling an existing building. Prior to submitting this form, an owner must submit a Preliminary Review Application and have the footprint of the proposed building or addition approved by the ARC. Completion of the following pages will provide the ARC with the information necessary to review the proposed construction for compliance with the Rules and Guidelines. For additional information contact Aperion Management at 541-389-3172.



## PROCEDURE FOR OBTAINING ARC APPROVAL

**Preliminary Review:** A Preliminary Review is required for new home construction.

**Construction Review:** Submit this completed application form (items A thru E listed below) to Aperion Management at [mweisbrot@aperionmgmt.com](mailto:mweisbrot@aperionmgmt.com).

- A. Submit one full size paper set of architectural drawings with the **Architectural Drawings Checklist** (pages 5-7). An electronic copy of the plans is required for review. 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 preferred. Also, submit a 3D rendering on paper that is 11" x 17" in size and all images are to be reduces to a typical architectural scale.
- B. Submit the **Construction Procedures & Schedule** (page 8).
- C. Submit the **Material & Color Selection** form (page 11) along with a **Material & Color Board**, showing all proposed exterior materials and colors. The ARC will evaluate all exterior elements together using the submitted architectural drawings with the material and color selections. The *Material & Color Board* may be submitted for final review later. However, ARC approval of the *Material & Color Board* and *Material & Color Selection* form is required prior to the application of roofing material or any other exterior materials.
- D. Review, initial, sign and submit the **Agreement for New Construction** form (pages 13-14) –or- **Agreement for Remodel / Addition** form (pages 15-16) as appropriate for the type of application.
- E. Submit the Application Fee(s) and Deposit in **separate checks** payable to *Awbrey Butte Owners Association*.

**Application Fee** - A non-refundable fee of \$2000 is required for a new home. The Application Fee includes 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.

**Deposit for New Construction** - In addition to the Application Fee, a refundable deposit of \$2000 plus \$1.00 per square foot of the home is required. Do not include the garage area in the calculation.

**Deposit for Remodel / Addition** – Remodel / additions require a non-refundable fee of \$ 1500. In addition to the Application Fee, a refundable deposit of \$500 plus \$1.00 per square foot of the addition, including a garage addition, is required.

The Application Fee covers the cost of professional services incurred by the ARC. 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.



### ITEMS TO REMEMBER - With Your Submittal

1. Consult ABOM 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. When the ARC determines that a significant portion of a building plan is located outside of the Building Circle: a) the design elements located partially or entirely outside of the Building Circle will not be used to lower the calculated average building height; b) the tallest elevation will be measured from the lowest point along the perimeter of the Building Circle at the grade existing prior to initial construction.
3. Water runoff from impervious surfaces is a continuing erosion problem on Awbrey Butte. Water runoff calculations and a design for water collection and retention are required for the Final Review. Refer to pages 8-9 for information to be included on your architectural drawings.
4. 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).
5. Indicate the location of utility meters, heating & cooling equipment, spa/hot tub facilities, satellite dish, and trash/recycling/wood storage areas on the Site Plan and on any affected elevations. Also, show any design features used to screen these items from public view.
6. Boulder/rock/masonry retaining walls shall be designed to appear as an integrated part of the landscape design. Note that retaining walls may require an engineered design for City permitting and inspection.
7. Trees that are approved to be removed shall be designated as such and consistent with the approved plans and specifications.
8. The Landscape & Exterior Lighting Plan may be submitted after Final Review. If doing so, only those hardscape features (rock/ boulder/retaining walls, patios, walkways, etc.) identified on your Site Plan will be considered for approval during Final Review. Any additional features must be submitted for review and approval with your Landscape & Exterior Lighting Plan. ABOM 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.

### ARC Review Process & Approval

- a) All materials must be received at least two weeks prior to a scheduled ARC meeting. The ARC meets, as needed, twice per month. Contact the offices of the ABOA for a current schedule of future ARC meetings.
- b) Notice of action taken by the ARC will be email/mailed to the applicants, including design and construction agent(s) noted on the application, as soon as possible after the review is completed. If there are specific areas of concern or a requirement for more information, the owner or his agent(s) will be required to deliver revised drawings or provide supplemental information before the ARC can complete its review.
- c) ARC approval is valid for one year from the date of the ARC approval letter for new buildings and six months for a remodel or addition. If construction has not commenced within the required timeframe, the ARC approval will be withdrawn and 100% of the deposit will be refunded. A new application, fee and deposit will be required if you should decide to build in the future.
- d) Any subsequent design changes required to obtain City permits must be submitted to the ARC for review and approval prior to starting construction.



- e) Any proposed design changes after construction has begun must be submitted to the ARC for review and approval prior to implementing those changes.
- f) All exterior building construction must be completed within one year from the date construction starts.
- g) For new construction, all landscaping must be completed within 6 months of completing the exterior of the home

### 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 <u>designated as such</u>
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., <u>with materials noted</u>
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: ¼" = 1'
2.	<p><b>All exterior building features clearly identified with accompanying materials/finishes noted. Features include but are not limited to:</b></p> <p>-- Doors, window openings, garage doors, trim, design features</p>
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 <u>noted</u>
11.	Finished and existing grades drawn and noted



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

1.	Drawing scale: ¼" = 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
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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 heights.



**Minimum Requirements for On-Site Water Retention**

Your plans must demonstrate that runoff water from all impervious surfaces are collected and routed to water retention features that are properly designed and located appropriately on your lot. Calculations and designs must demonstrate that each water retention feature can retain the runoff water collected from the identified impervious surfaces.

The ABOA requirements listed below are minimum requirements. Please note that the City of Bend requires an on-site water retention design and calculations for obtaining building permits, and may include additional requirements. Contact the City of Bend Building Department for current permitting requirements.

Include all calculations, designs, and locations on your site plan as described below. A separate drawing sheet may be used for clarity. All impervious driveway, patio, and walkway areas must be included in addition to the roof areas. If the ARC is not satisfied with your site plan design and calculations, you will be required to submit a water retention system design with calculations from a licensed civil engineer.

1. Calculations:

- a) Provide a single table listing each water runoff source. List the impervious area, and water volume to be retained for each source. A minimum of 0.1 Cu.Ft. of water must be retained for every 1.0 Sq.Ft. of impervious surface area.

**Example Table for Water Runoff Sources**

<b>Water Runoff Sources</b>	<b>Area (Sq.Ft.)</b>	<b>Water Vol. (Cu.Ft.)</b>
East Side Garage Roof	725	72.5
West Side Garage Roof	775	77.5
North Side Main House	1000	100.0
South Side Main House	1010	101.0
Patio & Walkway	515	51.5
Driveway	900	90.0
Parking & Turn-Around	1200	120.0

- b) Provide a separate table for each water retention feature. List the runoff sources from the table in 1a with the required volume of water to be retained in this feature. Sum the total required runoff from these sources and also list the maximum retention capacity of this feature. The maximum capacity must be greater than the total required runoff. All sources from the table in 1a must be accounted for in the table(s) for the water retention features.



### Example Tables for Water Retention Features

Swale #1	Water Vol. (Cu.Ft.)
East Side Garage Roof	72.5
North Side Main House	100.0
<b>Total Required Runoff</b>	<b>172.5</b>
<b>Maximum Retention Capacity</b>	<b>225.0</b>

Swale #2	Water Vol. (Cu.Ft.)
West Side Garage Roof	77.5
South Side Main House	101.0
<b>Total Required Runoff</b>	<b>178.5</b>
<b>Maximum Retention Capacity</b>	<b>225.0</b>

Holding Tank	Water Vol. (Cu.Ft.)
Patio & Walkway	51.5
Driveway	90.0
Parking & Turn-Around	120.0
<b>Total Required Runoff</b>	<b>261.5</b>
<b>Maximum Retention Capacity</b>	<b>275.0</b>

## 2. Designs

- Provide a cross-section for any Swales or Drywells used to retain runoff, including engineering information demonstrating the integrity of the design. (The City of Bend Engineering Division has a pre-approved design for Vegetative Swales – see *Grading Ordinance Drawings 1-1 to 1-5*)
- When using a Drywell design, make sure to account for the volume already occupied by rock fill in the maximum water retention capacity.
- For a Catch Basin, Holding Tank, etc., provide manufacturer name, model, rated capacity, picture or illustration, installation details, and method for dispersing collected water.
- The use of gutters and downspouts is strongly recommended. Surface channels, if used to route runoff to water retention features, must be designed to withstand erosion.

## 3. Locations

- Accurately locate all water retention features on your site plan. Swales and Drywells must be drawn to scale, including footprint dimensions and cross-sections.
- For each water retention feature, indicate the method for transporting water runoff from each source listed in the table from 1b. Include location of gutters and downspouts if used, underground drainage lines, surface channels, etc.





**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. During Construction - Describe the provisions you will be making for the following:**

1. Temporary structures (what and where):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

3. Location of staging and material storage areas:

\_\_\_\_\_  
\_\_\_\_\_

4. Topography and adjacent property trespass protection method:

\_\_\_\_\_  
\_\_\_\_\_

5. Temporary protection from water runoff and erosion:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**C. Material & Color Board:** If submitting at a later date, initial here: \_\_\_\_\_

**D. Landscape Plan:** If submitting at a later date, initial here: \_\_\_\_\_

**E. Estimated Excavation Start Date:** \_\_\_\_\_

**F. Estimated Completion Date of All Exterior Work:** \_\_\_\_\_



**MATERIAL & COLOR SELECTIONS**

Date \_\_\_\_\_

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

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

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

Architect / Designer Name \_\_\_\_\_

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 (\*).

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		



### ITEMS TO REMEMBER - With Your Material & Color Selections

1. Approval of the *Material & Color Board* is conditional. Paint colors and stone patterns are only given final approval after the ARC reviews on-site sample applications (4' x 4' for body paints and stone veneers, with smaller proportional samples of trim and accent colors).
2. The *Material & Color Board* is not to exceed 2'x3' and must include the following building material samples:
  - a) Siding and trim products to be installed on the exterior of the home and other enclosures, with applied paint and stain colors.
  - b) Roof product.
  - c) Exterior masonry (rock, brick, stucco, or other veneers) that will be applied to the exterior of the home and to any retaining walls, decorative (non-structural) walls, or other enclosures.
3. If submitting a *Material & Color Board* at a later date:
  - a) Provide at least the information in the *Manufacturer, Model, Type, Material* column for each item on the *Material & Color Selections* form and submit with your application.
  - b) Include an updated copy of the *Material & Color Selections* form with the color information when submitting your *Material & Color Board* for final review.
4. Roofing materials:
  - a) If the roof product is composition, it must have at least a 40-year warranty.
  - b) All flashing must have a finished color that matches surrounding material. Reflective surfaces will not be approved.
5. Other exterior metals must have a finished color that blends with the surrounding material. Reflective surfaces will not be approved.
6. Exposed concrete:
  - a) Siding must cover all concrete foundation walls so that no more than 8" vertical remains exposed above finished grade. Siding and trim must be sloped to match the finished grade. Designs with stepped siding and trim will not be approved.
  - b) Masonry or stucco applied to the exterior of the home, retaining walls, and decorative walls must extend down to the finished grade and leave no exposed concrete.
  - c) Unfinished concrete retaining and decorative walls will not be approved. Painting of exposed concrete is not an acceptable finish.

#### Remodel or Addition

- d) 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.
- e) 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



### **New Construction Agreement**

1. I/We have read and understand the Awbrey Butte Owners Association (ABOA) CC&Rs, Section 1 of the Awbrey Butte Owner's Manual (ABOM), this application with all included forms, the role and responsibilities of the Architectural Review Committee (ARC), and the ARC review and approval process.
2. I/We agree 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 approved application and any ARC conditions of approval shall be resubmitted for ARC approval prior to implementing such deviations.
3. I/We agree 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.
4. I/We agree 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 construction.
5. I/We agree that approval by the ARC shall in no way be construed as to pass judgment on whether the proposed construction is in compliance with the applicable building and zoning codes of Deschutes County or the City of Bend
6. I/We agree that it is my/our responsibility and obligation to: obtain all required building permits; locate utilities, easements, City setbacks, solar setbacks, and right-of-ways; construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes of Deschutes County and the City of Bend.
7. I/We agree that no work on the proposed construction shall begin until I/We have received written approval from the ARC. If work is begun prior to approval or this application is disapproved wholly or in part, I/We may be required to return the property to its former condition at my/our own expense. I/We maybe required to pay all legal expenses incurred by the ABOA to enforce this agreement.
8. I/We agree that construction in accordance with the approved plans, specifications, and ARC conditions of approval (if any) shall commence within 12 months of the date of the ARC approval letter. Otherwise, the approval by the ARC shall be deemed conclusively to have lapsed and to have been withdrawn, and my/our deposit will be returned. I/We understand that a new application, fee, and deposit is required if I/We decide to build in the future.
9. I/We agree that exterior building construction in accordance with the approved plans, specifications, and ARC conditions of approval (if any) shall be completed within 12 months of starting construction.
10. I/We agree that all landscaping shall be completed within 6 months of completing the exterior building construction.
11. I/We agree that members of the ARC or managing agent are authorized to enter upon my/our Property to make one or more routine inspection(s).

12. I/We assume responsibility for any and all damages by the contractor/builder, his agents and subcontractors, and their agents to adjacent property, right-of-way or community property, or to my/our property.

Initials \_\_\_\_\_

Enclosed is a check payable to *Awbrey Butte Owners Association* in the amount that includes the application fee and the deposit (see page 2 Item E). The application fee is not refundable. Up to 100% of the deposit amount will be refunded upon ARC verification that all elements of the completed home and landscape construction is consistent with the approved plans, specifications, and conditions of approval (if any) in the ARC approval letter.

SIGNATURES (all owners' signatures required)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Property Legal Description:

Awbrey Butte Homesites Phase \_\_\_\_\_, Lot \_\_\_\_\_ Property

Street Address (available through the City of Bend):

\_\_\_\_\_