

Date Received: _____

Homesite Number: _____
Homesite Address: _____



**Architectural and Landscape Review Committee
 Submittal Form and Application**

FINAL DESIGN REVIEW
June 2006

The North Rim Architectural & Landscape Review Committee (ALRC), as provided for in the Declaration for North Rim, exists for the purpose of maintaining high standards in design development and overseeing all improvements in North Rim. When an owner wishes to construct or alter/remodel a building, an application for approval must be made to the ALRC by using this form. Completion of the following pages and supplying the required documents will provide the ALRC with the information necessary to review the proposed construction and render a decision. Prior to completing this application, check with the ALRC to be certain your copy is the most current. The ALRC can be contacted at Brooks Resources Corporation at (541) 382-1662 for additional information and assistance.

Property Owner(s) _____

Mailing Address _____ Phone _____
 _____ FAX _____
 City, State, ZIP _____ Email _____

Design Professional _____

Mailing Address _____ Phone _____
 _____ FAX _____
 City, State, Zip _____ Email _____

General Contractor/Builder _____

Mailing Address _____ Phone _____
 _____ FAX _____
 City, State, Zip _____ Email _____

Licensed Surveyor _____ Phone _____

Project Information (square feet)

Homesite Size: _____ Home Size: _____
 Garage Size: _____ Detached Structure Size: _____
 Ornamental Area(s) Size (including gardens and patios): _____
 Driveway Size (excluding the portion of the driveway within the front setback): _____

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PROCEDURE FOR OBTAINING ARCHITECTURAL AND LANDSCAPE REVIEW COMMITTEE APPROVAL

Final Review Process

- A. Submit the required items (as outlined on page 3 of this application) to the Owner Relations Department at Brooks Resources Corporation (409 NW Franklin Avenue, Bend, OR 97701) **at least three weeks** prior to the next Architectural and Landscape Review Committee (ALRC) meeting. The ALRC meets on the second and fourth Tuesdays monthly.
- B. A written response from the ALRC will be mailed to applicants within two weeks of the scheduled ALRC meeting. A copy of the response will also be provided for your design and construction agent(s). If there are specific areas of concern or a requirement for more information, the owner or his agent(s) may be required deliver revised drawings or provide the supplemental information before the ALRC will issue a final approval allowing construction to begin.

Items To Remember

- A. Excavation and construction must begin within 12 months of the ALRC final approval letter. Owners have 18 months to complete their construction and landscaping. If construction has not begun within 12 months of receiving approval, the application and approval expire and 100% of the ALRC deposit is refunded to the owner, minus the \$900 review fee. If the owner wishes to proceed with construction, a new application process and approval will be required.
- B. The North Rim ALRC assumes no liability for encroachments into platted setbacks, solar setbacks, easements, or neighboring property. Be sure to check the plat map of your homesite and its property lines to avoid encroachments and trespass.
- C. The site plan must be prepared **and signed** by a licensed surveyor.
- D. The ALRC may require the owner to re-stake and string the major corners of the residence to assist in their evaluation of the Final Design Development Review submittal. Additionally, the ALRC may require supplemental drawings, samples, etc. to complete a review.

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Final Design Review Requirements and Checklist:

- I. The Final Design Review submittal shall include two (2) complete sets and one (1) reduced set (8 ½" x 11") of the following documents:
 - a. Site Plan must be drawn at 1"=10'. The Site Plan must clearly delineate the following:
 - Footprint and roof plan of proposed residence and accompanying improvements.
 - Boundary of the Buildable Area, Buildable Area calculation, benchmark, setbacks, and easements (if any).
 - Site Walls, service yard(s), utilities and proposed utility routing.
 - Existing topography including rock outcroppings or other natural features, proposed grade changes.
 - Proposed finished floor elevations noted in relation to the homesite grades.
 - Show improvements of any adjacent homesite located within fifty feet of the property boundary.
 - Identify area for subcontractor parking to accommodate for up to eight additional parking spaces.
 - b. Grading and drainage plan with contours at one-foot (1') intervals. Additionally, the grading and drainage plan shall have:
 - Heights of all vertical elements noted, driveway slopes, spot elevations for all hard surfaces, existing and proposed contours.
 - Details of all drainage systems including elevations.
 - c. A survey, at the same scale as the site plan (1"=10'):
 - Signed and stamped by a licensed civil engineer or land surveyor.
 - Showing lot boundaries and dimensions, existing surface contours in one-foot intervals and major terrain features.
 - d. Floor Plan and Roof Plan at no less than 1/8"=1'-0" scale.
 - Roof Plans must show sloped and flat areas, overhangs, skylights, chimneys, and all other related appurtenances.
 - e. Colored Exterior Elevations drawn at no less than 1/8"=1'-0" scale.
 - Elevations must show existing as well as proposed grades, materials, and all other related appurtenances.
 - Heights of all walls, parapets and ridges must be noted relative to the floor line(s) and in relation to the existing homesite grades.
 - f. Detail drawings showing:
 - Materials and configurations of exterior building components such as fascias, eaves, trims, soffits, chimney, shrouds, masonry components, deck screen walls, exterior window and door trim, etc.
 - g. Catalog cut sheets or shop drawings of:
 - All doors, windows, light fixtures and other exterior components.
 - h. A material/sample board (*colors and textures of all exterior materials*) is required.
 - Size of board shall be no smaller than 18" by 18" and no larger than 18" wide by 24" tall.
 - An 8 ½" x 11" color summary sheet with color samples and other material colors represented. Owners may be asked to provide larger samples of materials and colors on site for ALRC review and approval.
 - i. A Landscape Plan at the same scale as the site plan (1"=10'):
 - Delineating all proposed and existing landscaping.
 - j. An approximate time schedule:
 - Listing start dates of major phases of construction and anticipated completion date.

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ARCHITECTURAL AND LANDSCAPE COMMITTEE Construction Agreement

I/We have read and understand the current North Rim Design Guidelines and this Submittal Form and Application.

I/We understand that any change(s) to the exterior of the home from the original, approved plans must be submitted to the Architectural and Landscape Review Committee 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.

SIGNATURES (all owners' signatures required):

_____ Date _____

_____ Date _____

North Rim Website Agreement

By signing below, I/We give approval for the North Rim ALRC to post our site plan, elevations, floor plan and model photos on the North Rim Homeowner Website.

SIGNATURES (all owners' signatures required):

_____ Date _____

_____ Date _____

Please indicate below any portion of your plan submittal which should not be posted on the Website:

Check here if you prefer not to have any portion of your plan submittal posted on the Website.

Legal Description Of Property:

Homesite Number:

Street Address Of Property:
