

Date Received: _____

Homesite Number: _____

Homesite Address: _____



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

SCHEMATIC DESIGN REVIEW

December 2009

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 specified documents provides the ALRC with the information needed for a timely review of the proposed improvements and to render a decision. Prior to completing this application please verify your copy is the most current (all versions are dated). You may use the North Rim website (www.northrimbend.com) or contact Brooks Resources Corporation at (541) 382-1662 for verification and/or additional information and assistance.

In submitting this application, the Property Owners acknowledge they, their Design Professional, General Contractor/Builder, Landscape Design Professional and Landscape Contractor have read the North Rim Design Guidelines. Please contact Brooks Resources Corporation (541) 382-1662 with any North Rim Design Guidelines questions.

Property Owner(s) _____

Mailing Address _____

City, State, ZIP _____

Phone _____ FAX _____

Email _____

Design Professional _____

Mailing Address _____

City, State, ZIP _____

Phone _____ FAX _____

Email _____

General Contractor/Builder _____

Mailing Address _____

City, State, ZIP _____

Phone _____ FAX _____

Email _____

Landscape Architect/Designer _____

Mailing Address _____

City, State, ZIP _____

Phone _____ FAX _____

Email _____

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): _____

Schematic Design Review Requirements and Checklist

1. **All drawing submittals are limited to a maximum sheet size of 30" x 42".**
2. Prior to submitting plans, the primary corners of the building shall be staked and strung on the site. Additionally, a stake must be clearly identified to show the proposed elevation of the first floor.
3. At least **ten days prior** to an ALRC meeting (the ALRC meets Wednesdays as needed), submit the non-refundable fee of \$1,250 plus a refundable deposit of \$1 per square foot of all proposed structures (all areas of the residence, including detached structures, garages, storage, and all other spaces) with the ALRC submittal. The maximum deposit is \$10,000. The \$1,200.00 fee is not refundable. Exterior alterations/additions require a \$200 fee plus a refundable deposit of \$1 per square foot of the addition. The minimum alteration/addition deposit is \$1000. The \$200 fee is not refundable.
4. The submittal must include two (2) sets of the following documents (and one (1) legible set reduced to 8 ½" x 11"):
 - a. Survey:
 - Topographic Survey stamped and signed by an Oregon Licensed Civil Engineer or Land Surveyor.
 - b. Site Plan:
 - Scale recommendation: no smaller than 1/8" = 1'; scale recommendation: 1"=10'.
 - Delineating the building(s) footprint(s), ornamental landscape areas (if any), other site features, and all other proposed related homesite improvements, to include underground pet fencing located inside the setback area.
 - Setbacks and easements.
 - The Buildable Area boundary must be included as shown in Exhibit A in the North Rim Design Guidelines.
 - Site walls, Ornamental Landscape areas, exterior living spaces and other proposed site elements.
 - Parking and staging areas adequate for the construction activities proposed.
 - c. Landscape Plan:
 - Scale recommendation: no smaller than 1/8" = 1'.
 - d. Floor Plan:
 - Scale recommendation: no smaller than 1/8" = 1'.
 - e. Exterior Elevations:
 - Scale recommendation: no smaller than 1/8" = 1'.
 - Must communicate the overall design intent and demonstrate exterior materials.
 - f. A Study Model:
 - Scale: 1/8" = 1'0" or 1"=10'-0".
 - The proposed residence, detached structure(s), if any, and other proposed homesite improvements.

- Constructed of matte board, cardboard or similar type materials.
 - The study model needs to communicate the location, shape, massing, site grading modifications and three-dimensional character of the design on the site. The study model is not intended to be a “finished” or “display” type of model—it is a working study of the design at the schematic stage.
- g. Homesite Section:
- A profile of the homesite and improvements from the curb to the rear property line. This section should demonstrate compliance with the North Rim height limit.
- h. Other / Additional:
- Any information to aid the ALRC review. For example: images, sketches or other graphical or written information to communicate the design intent or goals.