

Date Received: \_\_\_\_\_

Homesite Number: \_\_\_\_\_

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

*North Rim*

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

**FINAL 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 required documents will provide the ALRC with the information necessary 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](http://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, the Design Professional, the General Contractor/Builder, Landscape Design Professional and Landscape Contractor have thoroughly read the North Rim Design Guidelines. Please contact Brooks Resources Corporation (541) 382-1662 with any questions about the North Rim Design Guidelines.

**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): \_\_\_\_\_

**PROCEDURE FOR OBTAINING  
ARCHITECTURAL AND LANDSCAPE REVIEW COMMITTEE APPROVAL**

**Final Review Process**

- A. Submit the required items (outlined on page 3) to the Owner Relations Department at Brooks Resources Corporation (409 NW Franklin Avenue, Bend, OR 97701) **at least ten days** prior to the next Architectural and Landscape Review Committee (ALRC) meeting. The ALRC meets Tuesdays as needed.
- B. A written response from the ALRC will be mailed to applicants within two weeks of the ALRC review. Copies of the response will also be provided to your design professionals 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 to 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. If construction has not begun within 12 months of receiving approval, the application and approval expire and 100% of the ALRC deposit will be refunded. 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. The ALRC recommends the use of a licensed civil engineer or surveyor to locate all proposed improvements prior commencing construction and to check the plat map of your homesite and its property lines and setbacks avoiding 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.

# North Rim

## Final Design Review Requirements and Checklist:

The Final Design Review submittal shall include two (2) complete sets and one (1) legible reduced set (8 ½" x 11") and (1) Portable Document Format (PDF) file on a Compact Disk of the following documents:

- a. **All drawing submittals are limited to a maximum sheet size of 30" x 42"**
- b. Site Plan must be drawn at 1"=10'. The Site Plan must clearly delineate the following:
  - Footprint and roof plan of proposed residence and all accompanying improvements.
  - Boundary of the Buildable Area must be clearly outlined and calculated as shown in Exhibit A in the North Rim Design Guidelines
  - Buildable Area calculation
  - Benchmark, setbacks, and easements (if any).
  - Site Walls
  - Service yard(s)
  - Identify underground pet fencing (if any) located inside the set back area.
  - Utility stub locations 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 boundaries.
  - Identify area for subcontractor parking to accommodate for up to eight additional parking spaces.
- c. Grading and drainage plan, **prepared and stamped by a licensed Engineer**, with contours at one-foot (1') intervals. ***Please note that all grading and drainage plans submitted to the ALRC must coordinate all Engineering and City of Bend requirements.*** Additionally, the grading and drainage plan shall have:
  - Heights of all vertical elements noted, driveway contours and slopes, spot elevations for all surfaces, existing grades and proposed grade (contour) changes.
  - Locations and details of all drainage systems including spot elevations.
- 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.
- i. A Landscape Plan at the same scale as the site plan (1"=10'):
  - Delineating all proposed and existing landscaping.



**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 check here if you prefer not to have your Site Plan and Elevations posted on the North Rim Website.

**Legal Description of Property:**

Homesite Number:

\_\_\_\_\_

Street Address of Property:

\_\_\_\_\_