

Date Received: _____

Legal Address: _____

Street Address: _____

New Construction Alteration

Preliminary Final



AWBREY PARK

ARCHITECTURAL REVIEW COMMITTEE CONSTRUCTION SUBMITTAL FORM AND APPLICATION

Property Owner Name(s) _____

Street Address _____

Phone _____

FAX _____

City, State, ZIP _____

Email _____

Architect/Designer Business Name _____

Contact Person _____

Street Address _____

Phone _____

FAX _____

City, State, Zip _____

Email _____

Contractor/Builder Business Name _____

Contact Person _____

Cell Phone _____

Street Address _____

Bus. Phone _____

FAX _____

City, State, Zip _____

Email _____

Licensed Surveyor _____ Phone _____

Square Footage Home _____ Garage _____

The Architectural Review Committee (ARC), as provided for in the Declaration of Protective Covenants, Conditions and Restrictions for Awbrey Park, exists for the purpose of maintaining high standards in design development and overseeing appropriate building and property use in Awbrey Park. When an owner wishes to construct a building or to alter/remodel an existing building, an application is to be made to the ARC by using this form. 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. The Owner Relations Department can be contacted at Brooks Resources Corporation at (541) 382-1662 for additional information and assistance.



AWBREY PARK

Procedure For Obtaining Architectural Review Committee Approval Final Review Process & Items To Remember

Submit the following items to the Owner Relations Department at Brooks Resources Corporation (409 NW Franklin Ave, Bend, OR 97701) at least two weeks prior to the next Architectural Review Committee (ARC) meeting. The ARC meets on the first and third Thursdays monthly.

- A. Complete and submit this application.
- B. Submit one set of construction documents to include the four exterior elevations of the building, floor plans and a site plan *prepared and signed by a licensed surveyor*. Additionally, please provide a reduced set (8 1/2" X 11") of the site plan and exterior elevations. See application item checklist for required details.
- C. **For new construction**, please submit the required fee and deposit of \$3,500 made payable to *Brooks Resources Corporation*. The fee helps cover the cost of professional fees expended by the ARC to assure compliance with the Awbrey Park Architectural Rules and Design Guidelines. Up to \$3,000 of the deposit is refundable upon satisfactory completion of construction and landscaping.
- D. **For alterations or additions** which increase the square footage of the building, please submit a deposit of \$1.00 per square foot and a non-refundable review fee of \$200.00 made payable to *Brooks Resources Corporation*. The \$1.00 per square foot is refundable upon satisfactory completion of construction and landscaping. No fee is required for building remodels which do not increase the square footage of the building.
- E. Submit the Color Submittal Form and a color board, showing exterior elements required for review. These items may be submitted with your final submittal, or at a later date.
- G. Notice of action taken by the ARC will be mailed to applicant as soon as possible. A copy of the review letter 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 may be required to provide supplemental information before the ARC will issue final approval allowing construction to begin.
- H. It is important that you contact Carol (541)-382-1662 prior to beginning excavation or construction, so that adjustments can be made to the Awbrey Park Association installed landscape irrigation system which runs in front of your property. This procedure is a part of the approval process.
- I. ARC approval is valid for one year from the date of the ARC approval letter for new construction and six months for remodeling. If construction has not begun during that time, \$3,000 of the original \$3,500 will be refunded and a new application and fee is required. The remodel deposit of \$1.00 per square foot will be refunded if construction has not started within six-months from the date of approval. All exterior construction on your building must be completed within one year from the date construction is begun. Landscaping must be completed within three months of completion of the home.
- J. The ARC assumes no liability for encroachments into platted setbacks, solar setbacks, easements, or neighboring property. Be sure to check the plat map of your lot and its property lines to avoid encroachments and trespass.
- K. A string layout of the footprint of the building and the driveway may be required at the time the application is submitted.



**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT**

I/We have read and understand the current Awbrey Park Covenants, Conditions & Restrictions, Architectural Rules & Design Guidelines and this Submittal Form and Application.

For New Construction: Enclosed is the fee of \$3,500. Up to \$3,000 may be refunded, upon a satisfactory final inspection of the exterior construction and landscaping by a representative of the Awbrey Park ARC. Please call Carol for the inspection appointment 541-382-1662 or email carol@brooksresources.com.

For Remodel/Additions: Enclosed is the deposit of 1.00 per square foot of the addition and a non-refundable review fee of \$200.00. The \$1.00 per square foot deposit is refundable upon satisfactory final inspection by a representative of the Awbrey Park ARC. Please call Carol for the inspection appointment 541-382-1662 or email carol@brooksresources.com.

I/We understand that any change(s) to the exterior of the home from the original, approved plans must be submitted to the Architectural 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 _____
_____	Date _____
_____	Date _____

Legal Description Of Property:

Lot _____ Block _____ Phase _____

Street Address Of Property:



AWBREY PARK

Application Item Checklist

The following is a list of items that must be included and completed with all ARC submittals. The ARC will review these items prior to granting final approval for any construction. Please initial all items you have **completed** for this application package:

- **All drawing submittals are limited to a maximum sheet size of 30" x 42".**

A. SITE WORK – Initial if completed:

_____ String layout of building footprint and driveway on this site for ARC review.

B. SITE PLAN – Initial items included:

- _____ Licensed surveyor stamp **and signature** on plan
- _____ Drawing scale: 1" = 10'
- _____ Building footprint, driveway, roof plan, overhangs, and buildings on adjacent lots
- _____ Property lines, setbacks, and easements (if any)
- _____ Tree and rock outcropping locations. (Trees which are proposed for removal must be clearly designated as such on the plan.)
- _____ Grading plan showing existing contours of site slope and proposed contour changes, both at 2' intervals (retaining walls, if any, must be accurately reflected on the grading plan)
- _____ All utility stub locations
- _____ Building site stake location (if any)
- _____ North arrow
- _____ Construction staging, access areas and temporary structure locations designated
- _____ Utility, trash/recycling/storage yards, HVAC areas, driveway, parking areas, spa/hot tub facilities, decks, walkways, etc., with materials noted and designated
- _____ Elevation of the first floor of home (in relation to existing grade) noted on plan
- _____ Highest ridge of the home (in relation to existing grade) noted on plan
- _____ Elevations of the major corners of the foundation (in relation to existing grade) noted on plan
- _____ _____



AWBREY PARK

Application Item Checklist (Cont.)

C. EXTERIOR ELEVATIONS – Initial items included:

_____ Drawing scale: ¼ " = 1'

_____ **All exterior building features clearly identified with accompanying materials/finishes noted. Features include but are not limited to:**

_____ Doors, window openings, garage doors, trim, design features

_____ Walls, partition, storage enclosures, fences, HVAC enclosure, trash/recycling enclosure

_____ Stairways, rails, decks, patios, porches, landings, spa facilities, under-deck/stairwell screening

_____ All utility meter housing locations, screening, and materials

_____ Roof, siding, foundation, masonry materials

_____ Exterior light fixture locations and design

_____ Proposed structure's main floor line drawn and noted

_____ Elevation of the highest point of the roof ridge in relation to the existing grade noted

_____ Finished and existing grades drawn and noted

D. Floor Plan(s) – Initial items included:

_____ Drawing scale: ¼ " = 1'

_____ Walls, partitions

_____ Door and window openings

_____ Utility, trash, and wood storage locations

_____ Stairways, rails, decks, patios, porches, landings, spa facility locations

_____ Heating & cooling system locations

_____ North arrow



CONSTRUCTION SPECIFICATIONS & PROCEDURES

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

1. Location of staging, material storage areas, and temporary structures:

2. Location of temporary toilet facilities (which must be gray or green in color):

3. Identify how you intend to protect topography and adjacent property trespass:

B. Feature Materials & Locations:

1. Foundation (product material): _____

2. Driveway & Parking Areas (manufacturer/type/color): _____

3. Walkways (manufacturer/type/color): _____

4. Exterior Openings

- a. Doors (manufacturer/type/color): _____

- b. Windows (manufacturer/type/color): _____

5. Heating & Cooling Units (location/screening material): _____

6. Trash/Recycling/Wood Storage (location/screening material): _____

7. Exterior Metals (location/product material/color – note that all metals must have a finished color that blends with the surrounding material):

8. Exterior Woods:

- a. Siding (species/product type/grade/pattern): _____

- b. Trim (species/product type/grade/pattern): _____

- c. Exposed framing (species/product type/grade/pattern): _____



9. Roof Construction

a. Roof Product (manufacturer/type/color)– if material is composition, it must have at least a 30-year warranty:

b. Flashing (product material/type/color) – note that it must be painted to match surrounding material:

d. Skylights (frame type/manufacturer/color/glazing color):

10. Exterior Masonry (location/product material/color): _____

11. Exterior Light Fixtures (locations/product material/color): _____

C. Exterior Colors:

1. If submitting color selections with your final plans, please complete the Color Submittal Form and submit it with your color board.

2. If submitting color selections at a later date, initial here: _____

D. Landscape Plan

1. If submitting landscape plan at a later date, initial here: _____

E. Estimated Excavation Start Date: _____

F. Estimated Completion Date of All Exterior Work: _____