

Date Received: _____

Legal Address: _____

Street Address: _____

New Construction Alteration

Preliminary Final



ARCHITECTURAL REVIEW COMMITTEE

CONSTRUCTION SUBMITTAL FORM AND APPLICATION

Property Owner(s) Name _____

Street Address _____ Phone _____

FAX _____

City, State, ZIP _____ Email _____

Architect/Designer Name _____

Street Address _____ Phone _____

FAX _____

City, State, Zip _____ Email _____

Contractor/Builder Name _____

Street Address _____ Phone _____

FAX _____

City, State, Zip _____ Email _____

Licensed Surveyor _____ Phone _____

Square Footage Home _____ Garage _____

The Architectural Review Committee (ARC), as provided for in the Declaration, exists for the purpose of maintaining high standards in design development and overseeing appropriate building and property use in Compass Corner. 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 Guidelines. The Owner Relations Department can be contacted at Brooks Resources Corporation at (541) 382-1662, x107 for additional information and assistance.



PROCEDURE FOR OBTAINING
ARCHITECTURAL REVIEW COMMITTEE APPROVAL

FINAL REVIEW PROCESS

Submit this completed application form, one copy of the site plan, exterior elevations, floor plan(s), reductions, required fees and deposit, color board of exterior elements and Color Submittal Form, 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 Review Committee (ARC) meeting. The ARC meets, as needed. The review meeting date is confirmed at the time of the submittal.

- A. Complete and submit this application. Notice of action taken by the ARC will be mailed to applicants as soon as possible. A copy of this letter will also be provided for your design and construction agent(s) noted on the application. 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 ARC will issue a final approval allowing construction to begin.
- B. Submit one set of construction documents as outlined on the following pages. Additionally, please provide a legible reduced set of the site plan and exterior elevations for file use (8 ½ X 11 is ideal). Plans must include the four exterior elevations of the building, floor plans and a site plan *prepared and signed by a licensed surveyor*. Remember to include all pertinent information (as listed on pages 6 and 7 of the application).
- C. Submit the ARC review fee of \$1,000.00, plus a refundable deposit of \$1.00 per square foot of all proposed structures (all areas of the residence, including detached structures, garages, storage, and all other spaces) with the ARC submittal. The \$1,000.00 review fee is non-refundable. Alterations/additions require a \$500.00 review fee plus a refundable deposit of \$1.00 per square foot of the addition. The \$500.00 fee is non-refundable. Alterations/additions to the landscaping or improvements to the home that do not increase square footage will require ARC review, but do not require additional deposits or fees.
- D. **Please make checks payable as follows: The refundable deposit of \$1.00 per square foot to Compass Corner HOA. The \$1,000.00 non-refundable review fee to Brooks Resources.**
- E. The ARC fee helps cover costs of professional services incurred by the ARC and the deposit is intended to assure satisfactory compliance with the approved plans and the Compass Corner Guidelines. Up to 100% of the deposit is refundable upon ARC verification that the completed home and landscape construction is consistent with the approved plans, specifications and requirements, if any, in the ARC approval letter.
- F. Submit the color submittal form and a color board, showing exterior elements required for review. These items may be submitted with the final submittal, or at a later date. The color board is required so that all exterior elements are viewed together, including roofing. If roofing is submitted and approved by the ARC prior to the color board submittal, the home's colors are required to be compatible to the installed roof material.



ITEMS TO REMEMBER

- A. Architectural Review Committee (ARC) approval is valid for one year from the date of the ARC approval letter for new buildings and six months for remodeling. If construction of a building has not begun within the required timeframe, 100% of the deposit will be refunded.
- B. All exterior construction on your building must be completed within one year from the date construction is begun.
- C. All landscaping must be completed within 6 months of completion of the exterior of the home.
- D. Compass Corner Architectural Review Committee 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.
- E. The site plan must be prepared **and signed** by a licensed surveyor.
- F. The string layout of the footprint of the building and the driveway must be completed at the time the application is submitted.
- G. All checks written for the ARC deposits should be made payable to *Brooks Resources Corporation*.
- H. A color board, showing collectively, the exterior elements is required for review and approval.



**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT FOR NEW CONSTRUCTION**

I/We have read and understand the current Compass Corner Covenants, Conditions & Restrictions, Rules & Guidelines, Landscape Guidelines, this Submittal Form & Application and the Timetable and Checklist for the application process and the Architectural Review Committee’s role and processes.

Enclosed is a check in the amount that includes the fees and the deposit (see page 2 for formula) of which up to 100% will be refunded upon ARC verification that the completed home and landscape construction is consistent with the approved plans, specifications and requirements, if any, in the ARC approval letter.

I/We understand that any change(s) to the exterior of the home from the original, approved submittal 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, 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 _____

Property Legal Description:

Lot _____ Block _____ Phase _____

Property Street Address (available through the City of Bend):



**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT FOR ADDITIONS/REMODELS**

I/We have read and understand the current Compass Corner Covenants, Conditions & Restrictions, Rules & Guidelines, Landscape Guidelines, Submittal Form & Application and the Timetable & Checklist for the application process and the Architectural Review Committee's role & processes.

Enclosed is the deposit (see page 2 for formula) up to 100% will be refunded upon ARC verification that the completed home and landscape construction is consistent with the approved plans, specifications and requirements, if any, in the ARC approval letter.

I/We understand that any change(s) to the exterior from the original, approved submittal 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, his agents, sub-contractors and their agents to adjacent property and/or to my/our property.

SIGNATURES (all owners' signatures required)

_____ Date _____

_____ Date _____

Property Legal Description:

Lot _____ Block _____ Phase _____

Property Street Address:



Application Item Checklist

The following is a list of items that must be included and completed with all Architectural Review Committee (ARC) submittals. The ARC will review these items prior to granting final approval for any construction.

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:

1.	Licensed surveyor stamp and signature on plan
2.	Drawing scale: no smaller than 1/8"=1'; scale recommendation 1" = 10'
3.	Building footprint, driveway, roof plan including overhangs, and buildings on adjacent lots
4.	Property lines, setbacks, and easements (if any)
5.	Tree and rock outcropping locations. (Trees which are proposed for removal must be clearly designated as such on the plan.)
6.	Grading plan showing existing contours of site slope <u>and</u> proposed contour changes, both at 2' intervals (retaining walls, if any, must be accurately reflected on the grading plan)
7.	All utility stub locations
9.	Landscape/Exterior lighting plan
10.	North arrow
11.	Construction staging and access areas and temporary structure locations designated on plan
12.	Utility, trash/recycling/storage yards, HVAC areas, driveway, parking areas, spa/hot tub facilities, decks, walkways, etc., with materials noted and designated on plan
13.	Elevation of the first floor of home (in relation to existing grade) noted on plan
14.	Highest ridge of the home (in relation to existing grade) noted on plan
15.	Existing and Finished Grade Elevations of the major corners of the footprint noted on plan



C. EXTERIOR ELEVATIONS – Initial items included:

1.	Drawing scale: no smaller than 1/8 " = 1'
2.	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
3.	-- Walls, partition, storage enclosures, fences, HVAC enclosure, trash/recycling enclosure
4.	-- Stairways, rails, decks, patios, porches, landings, spa facilities, under-deck/stairwell screening
5.	-- All utility meter housing locations, screening, and materials
6.	-- Roof, siding, foundation, masonry materials
7.	-- Exterior light fixture locations and design (catalog cutouts)
8.	Proposed structure's main floor line drawn and noted
9.	Elevation of the highest point of the roof ridge in relation to the existing grade noted
10.	Finished and existing grades drawn and noted

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

1.	Drawing scale: no smaller than 1/8 " = 1'
3.	Walls, partitions
4.	Door and window openings
5.	Utility, trash, and wood storage locations
6.	Stairways, rails, decks, patios, porches, landings, spa facility locations
7.	Heating & cooling system locations
8.	North arrow



CONSTRUCTION SPECIFICATIONS & PROCEDURES

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

1. Temporary structures (what and where):

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

3. Location of staging and material storage areas:

4. For topography and adjacent property trespass protection methods green construction fencing is required at the property lines.

B. Feature Materials & Locations (Asterisk items require samples, chips and/or catalog cuts):

1. Foundation (product material): _____

2. Driveway & Parking Area Surfaces (manufacturer/type/color)*: _____

3. Walkway Surfaces (manufacturer/type/color)*: _____



4. Exterior Openings

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

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

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

6. Trash/Recycling/Wood Storage (location and 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)*– note that if material is composition, it must have at least a 30-year warranty:

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



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

10. Exterior Masonry (locations/product)*: _____

11. Exterior Light Fixtures (locations/catalog cutout)*: _____

G. Exterior Colors (manufacturer/color) – note that all color samples must be submitted with a roof sample on a color board for review and approval. Be sure to include the Color Submittal Form with your color board.

If submitting color board at a later date, initial here: _____

D. Landscape Plan (plant materials and their species/location; underground irrigation plan; special features, treatments and materials):

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

E. Estimated Excavation Start Date: _____

F. Estimated Completion Date of All Exterior Work: _____

1/10/2016