

Appendix-SF-D

**SINGLE FAMILY: ADDITIONS AND ALTERATIONS
DESIGN REVIEW APPLICATION**

Lot #: _____

Project Address: _____

Owner: _____

 Phone: _____

 Address: _____

 Email: _____

Architect/Designer: _____

 Phone: _____

 Address: _____

 Email: _____

Contractor/Builder: _____

 Phone: _____

 Address: _____

 Email: _____

Enclosed Structure Square Footage: _____

Lot Square Footage: _____

Lot Coverage: _____

Does the Applicant wish to present the proposal to the ARC? ___ Yes ___ No
(If yes, the Applicant will be notified to schedule the presentation.)

Application Fee: \$1,000

Compliance Deposit: \$2.00 per square foot \$_____

Owner's Signature: _____ Date: _____

For Architectural Review Committee use only:

Submittal Date: _____

Meeting Date: _____

Site Visit Date: _____

Notice Date: _____

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SINGLE FAMILY: ADDITIONS AND ALTERATIONS DESIGN REVIEW SUBMITTAL PROCESS

The deadline for Design Review submittals is one week prior to the ARC meetings. ARC meetings are held every other Tuesday, which means any submittals you intend to have reviewed need to be submitted to the ARC office, and accepted as complete, by 11:00 AM Monday, one week prior to the scheduled meeting. All submittals will be reviewed for completeness when received. Incomplete submittals will not be accepted for review.

To submit a project for Additions and Alterations Design Review the Applicant must complete the two procedures outlined below:

The Applicant must email the following:

- A scanned PDF of the completed Additions and Alterations Design Review Application (Appendix-SF-D in the Tetherow Single Family Design Guidelines)
- PDFs of the entire submittal package, including all required drawings and documents.
- All drawing must be compiled into a single PDF document.
- A PDF of the written description of the design intent.
- A scanned PDF of all checks for Design Review Fees and/or Compliance Deposits.

Email the PDFs to the following email address:

ARC@tetherowowners.com

In lieu of emailing the above items, a USB flash drive containing all of the required drawings and documents may be delivered to Tetherow ARC office (see address below).

The Applicant must mail or deliver the following:

- A copy of the completed Additions and Alterations Design Review Application (Appendix-SF-D in the Tetherow Single Family Design Guidelines)
- Four (4) hard copies of the entire submittal package. All drawings must be in an 11x17 landscape format and must be legible.
- A check to cover all required Design Review Fees and/or Compliance Deposits.

Mail the copies to the following address:

Tetherow ARC
61239 Tetherow Drive, Suite 207
Bend, OR 97702

Appendix-SF-D

SINGLE FAMILY: ADDITIONS AND ALTERATIONS DESIGN REVIEW SUBMITTAL REQUIREMENTS

This is a final review and, as such, all plans and drawings must be presented at a level of detail and refinement necessary to convey the design intent for the constructed project. The following plans, drawings, documents, and site staking are required for an Additions and Alterations Design Review submittal:

SITE PLAN

- Drawing Scale: recommended: 1" = 10'.
- North Arrow.
- Property boundaries, setbacks, and all easements.
- Surveyed outline of exterior walls, decks, and other structures falling within 25 feet of the property line shared with adjacent properties.
- Surveyed site topography at one foot intervals.
- Proposed grade changes at one foot intervals.
- The location, type, and size of all significant trees or heritage trees on the site with an indication of the trees that are to be retained and removed.
- Existing rock outcroppings.
- Utility stub locations.
- Building footprint(s).
- Proposed grade elevation of the first floor of all structures.
- Grade elevations of the major corners of the foundation in relationship to existing grade.
- Roof overhangs.
- Highest ridge elevation in relationship to existing grade.
- Site improvements.
 - Driveway and parking areas.
 - Walkways.
 - Courtyards.
 - Decks, patios, terraces.
 - Spa/hot tub facilities.
 - Rockery walls and retaining walls with an indication of height and materials.
 - Service yards, fences, and screens (indicate height and materials).
- Lot Coverage Summary
 - Total area of the roof defined by the eave line.
 - Total area of hardscape that extends beyond the roof eaves. This includes patios, terraces, decks, driveways, auto courts, and walkways.
 - Total area of the service yard.
 - Total area within courtyards not already included in the three items above.
 - Total area of the four items above.
 - Total lot area.
 - Percentage of lot coverage.

FLOOR PLANS

- Drawing Scale: 1/4" = 1' or a scale that is legible in the format submitted.
- North Arrow.
- Gross square footage of each floor level.
- Net square footage of each floor level (excludes garage and unheated storage space).
- Floor plans must accurately reflect the exterior elevations (window size & placement, etc.).
- Building floor plans must be shown in their correct orientation. Stock plans that are mirrored images of the intended building floor plans will not be accepted.

BUILDING ELEVATIONS

- Drawing Scale: match scale used for the floor plans.
- All exterior components, features, and materials clearly identified on each building elevation including windows, doors, garage doors, roofs, exterior wall coverings, trim, foundations, patios, porches, decks, stairways, railings, spas or hot tubs, retaining walls, exterior lighting, service yards, dog runs, and meter housings.
- Proposed grade elevation of the first floor of all structures drawn and noted on each building elevation.
- Elevation of the highest point of the roof ridge in relation to the existing grade noted on each building elevation.
- Accurate existing and proposed grades drawn and noted on each building elevation.
- Each building elevation must be shown in their correct orientation. Stock plans that are mirrored images of the intended building elevations will not be accepted.

GRADING AND DRAINAGE PLAN

- The Site Plan is to serve as the base for this plan.
- Drawing Scale: recommended: 1" = 10'.
- North Arrow.
- All drainage patterns and on-site retention and disposal areas to be shown on the plan.
- Initial drainage calculations.
- Document outlining stormwater assumptions and calculations.

CONSTRUCTION AREA PLAN

- The Site Plan is to serve as the base for this plan.
- One vehicular access route which must coincide with the approved road location.
- Fencing defining the boundary of the Construction Area.
- Tree Protection Zone fencing.
- The location and size of the construction material storage areas.
- Parking areas with the maximum number of spaces provided within each area.
- The locations of the chemical toilet, temporary construction trailer/structure, dumpster and debris storage, temporary power, and firefighting equipment.
- Fueling and staging areas.
- Concrete wash pit area.
- Areas of utility trenching.
- Limits of excavation.
- The location and size of stockpiles containing excavated materials, topsoil, and duff.
- Site drainage patterns.
- Erosion control measures for the site.

SITE STAKING

- Lot boundaries marked with stakes and ropes.
- String layout of the Buildable Area boundaries.
- String layout of the corners of the proposed foundations of the dwelling, accessory structures, decks, patios, terraces, retaining walls, rockery walls, and any other site improvements required to be built within the Buildable Area.

COLOR AND MATERIAL SAMPLE BOARD

The Color and Material Sample Board shall be assembled using a reasonable sized base to adequately display the actual colors and materials proposed. The materials should be assembled in such a manner as to illustrate how the materials will be installed on the house. The assembly should reflect the scale, texture, and adjacency of materials and colors. The Sample Board must be accompanied by rendered and keyed elevations. The Sample Board must be reviewed and approved by the ARC prior to the installation of any exterior materials or colors. Color and Material Sample Board may be deferred for 90 days from date of final design approval. When the house has been framed, place the Sample Board at the site and notify the ARC it is ready for review.

To request a Sample Board Review by the ARC:

Email the PDFs of the Digital Sample Board to the following email address:

ARC@tetherowowners.com.

The following are submittal requirements for Sample Boards:

- Sample Board
 - Exterior windows.
 - Exterior siding and trim.
 - Exterior color and finishes.
 - Roofing materials and colors.
 - Exterior stone or brick.
 - Walkway, patio, and deck surface materials and colors.
 - Rendered and keyed elevations attached to board.
- Digital Sample Board - Sent via email.
 - Applicant's name, lot number, and street address.
 - Digital photographs (PDF format) of the completed Sample Board with close-up photographs of individual colors and material samples.
 - Rendered and keyed elevations.
 - Materials description sheet.
 - Copies (PDF format) of all exterior lighting catalog cuts or drawings.
 - Any other information required to explain or clarify the submittal.

Once the Sample Board has been reviewed and approved by the ARC it shall remain on-site in a secure location and be available for inspection by the ARC at any time.