

Appendix-SF-E

**SINGLE FAMILY: LANDSCAPE ALTERATIONS
DESIGN REVIEW APPLICATION**

Lot #: _____

Project Address: _____

Owner: _____

 Phone: _____

 Address: _____

 Email: _____

Landscape Architect/
Designer: _____

 Phone: _____

 Address: _____

 Email: _____

Contractor/Builder: _____

 Phone: _____

 Address: _____

 Email: _____

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: \$500.00

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: LANDSCAPE 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 Landscape Alterations Design Review the Applicant must complete the two procedures outlined below:

The Applicant must email the following:

- A scanned PDF of the completed Landscape Alterations Design Review Application (Appendix-SF-E 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 Landscape Alterations Design Review Application (Appendix-SF-E 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

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SINGLE FAMILY: LANDSCAPE 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, and documents are required for a Landscape Alterations Design Review submittal:

LANDSCAPE PLAN

- Drawing Scale: recommended: 1" = 10'.
- North Arrow.
- Property boundaries, setbacks, and all easements.
- Construction Area boundaries.
- 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.
- Roof overhangs.
- Site improvements.
 - Driveway.
 - 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).
- Types, locations, quantities, and sizes of all proposed plant materials with planting zones clearly identified.

SITE LIGHTING

- The Landscape Plan is to serve as the base for this plan.
- Provide the locations of all proposed site lighting on the plan, indicating fixture types, the total number of each fixture, and wattage of each fixture.
- Catalog cuts or drawings for all proposed site lighting fixtures.

IRRIGATION PLAN

- Drawing Scale: recommended: 1" = 10'.
- North Arrow.
- All site elements shown in the Landscape Plan with shrubs and groundcovers indicated by general grouping, not individual plants.
- Valves, mainline runs, sleeving, and controller locations and descriptions.

- Zoning diagrams graphically depicting irrigation and planting zones descriptions: i.e. Zone 1 Shrubs/Spray Heads; Zone 2 – Shrubs/Inline Drip; Zone 3 – Trees/Bubblers; etc.
- Limits of existing native vegetation to remain.
- Final head layout is encouraged, but not required.

GRADING AND DRAINAGE PLAN

- Grading plans shall be prepared by qualified professionals as described in Chapter 671 of the Oregon State Legislature.
- The Landscape Plan is to serve as the base for this plan.
- Drawing Scale: recommended: 1" = 10'.
- North Arrow.
- Proposed and existing spot elevations of the major corners of the foundation.
- All drainage patterns and on-site retention and disposal areas to be shown on the plan.
- Initial drainage calculations.
- Proposed grade elevation of the first floor of all structures.
- 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 defined by stakes and ropes.