

Appendix-SF-B

SINGLE FAMILY: PRELIMINARY DESIGN REVIEW APPLICATION

Lot #: _____

Project Address: _____

Owner: _____

 Phone: _____

 Address: _____

 Email: _____

Architect/Designer: _____

 Phone: _____

 Address: _____

 Email: _____

Landscape Architect/
Designer: _____

 Phone: _____

 Address: _____

 Email: _____

Contractor/Builder: _____

 Phone: _____

 Address: _____

 Email: _____

House Square Footage: _____

Lot Square Footage: _____

Lot Coverage: _____

Is the Applicant participating in a Green Building Program? _____

If so, which program _____

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

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: PRELIMINARY 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 Preliminary Design Review the Applicant must complete the two procedures outlined below:

The Applicant must email the following:

- A scanned PDF of the completed Preliminary Design Review Application (Appendix-SF-B 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 Preliminary Design Review Application (Appendix-SF-B 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-B

SINGLE FAMILY: PRELIMINARY DESIGN REVIEW SUBMITTAL REQUIREMENTS

Given this is a Preliminary Review, all plans and drawings may be presented at a conceptual level of detail and refinement. The following plans, drawings, documents, and site staking are required for a Preliminary Design Review submittal:

SURVEY – CONCEPTUAL

- Survey prepared by a licensed surveyor.

SITE PLAN - CONCEPTUAL

- Drawing Scale: recommended: 1" = 10'.
- North Arrow.
- Property boundaries, setbacks, and all easements.
- Surveyed outline of exterior walls, decks, patios, 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.
- Building footprint(s).
- Proposed grade elevation of the first floor of all structures.
- Show existing and final point elevations at major foundation corners.
- 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.

GRADING AND DRAINAGE PLAN - CONCEPTUAL

- Grading plans shall be prepared by qualified professionals as described in Chapter 671 of the Oregon State Legislature.
- 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.
- Proposed grade elevation of the first floor of all structures.
- Proposed and existing spot elevations of the major corners of the foundation.

FLOOR PLANS - CONCEPTUAL

- 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 - CONCEPTUAL

- 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.

LANDSCAPE PLAN - CONCEPTUAL

- 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.
- Rock outcroppings.
- Building footprint(s).

- Proposed grade elevation of the first floor of all structures.
- Roof overhangs.
- 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).
- General types and locations of all proposed plant materials with planting zones clearly identified.
 - Tree locations.
 - Native areas.
 - Preserved areas.
 - Lawn (proposed).
 - Ornamental shrub areas.