

Date Received: _____

Legal Address: _____
Street Address: _____
New Construction <input type="checkbox"/> Alteration <input type="checkbox"/>
Preliminary <input type="checkbox"/> Final <input type="checkbox"/>

College Park

ARCHITECTURAL REVIEW COMMITTEE

CONSTRUCTION SUBMITTAL FORM AND APPLICATION

Property Owner(s) _____

Current Address _____

_____ Phone _____

Realtor _____ Phone _____

Licensed Surveyor _____ Phone _____

Architect/Designer _____

Address _____ Phone _____

Contractor/Builder _____

Address _____ Phone _____

Square Footage Building _____ Garage _____

Covered Parking _____ Other _____

The College Park Architectural Review Committee (CP ARC), as provided for in the Declaration for College Park, exists for the purpose of maintaining high standards in design development and overseeing appropriate building and property use in College Park. When an owner wishes to construct a building or to alter/remodel an existing building, an application is to be made to the CP ARC by using this form. Completion of the following pages will provide the CP 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.

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PROCEDURE FOR OBTAINING ARCHITECTURAL REVIEW COMMITTEE APPROVAL

FINAL REVIEW PROCESS

Submit this completed application form, two copies of the site plan, exterior elevations, floor plan(s) and required fees 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 (CP ARC) meeting. The CP ARC meets on the first and third Tuesdays monthly.

A. Complete and submit this application.

Notice of action taken by the CP ARC will be reviewed in person or mailed to applicants as soon as possible. After receiving the CP ARC review letter, owner(s) or agent(s) of the owner(s) must respond in writing to the CP ARC within 30 days of the date of the review letter and may not begin construction until the Owner Relations Department receives the written response.

B. Submit two sets of plans as outlined on the following pages (one set will be returned). Plans must include the four exterior elevations of the building, floor plan(s) and a site plan *prepared and signed by a licensed surveyor*. Remember to include all easements and all other pertinent information.

C. Architectural Review Committee refundable deposit is \$1.00 per square foot of building area and a \$1,500.00 fee. The maximum ARC Deposit is \$20,000 and a minimum deposit is \$2,000. \$1,500.00 fee is non-refundable. Alterations/additions require a refundable deposit is \$.50 per square foot of the building and a \$750 fee. The maximum alteration/addition ARC Deposit is \$6,000 and a minimum deposit is \$1,000. The \$750 fee is non-refundable. Major alterations/additions to the landscaping will require ARC review but do not require additional deposits or fees.

The 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 College Park Design Guidelines. Up to 100% of the deposit is refundable upon satisfactory completion of construction and landscaping as approved.

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ITEMS TO REMEMBER

- A. Architectural Review Committee approval is valid for one year from the date of the ARC approval letter for new buildings and six months for remodeling. If construction has not begun during that time, a new application and new application fee is required. If construction of a building has not begun within one year of Architectural Review Committee approval, 100% of the original deposit will be refunded. 100% of the remodel deposit will be refunded if construction has not started within the six-month period.
- C. All exterior construction on your building must be completed within one year from the date construction is begun.
- D. All landscaping must be completed within six months of completion of the exterior of the building.
- E. College Park 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.
- F. The site plan must be prepared and signed by a licensed surveyor.
- G. All checks written for the CP ARC deposits should be made payable to *Brooks Resources Corporation*.

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

I/We have read and understand the Declaration for College Park, current Design Guidelines, Submittal Form & Application, Timetable & Checklist Outline for the Application Process.

Enclosed is the deposit (see page 2 for formula) of which up to 100% may be refunded upon a satisfactory final inspection of the exterior of the building and the landscaping by a representative of the College Park Architectural Review Committee

I/We understand that any change(s) to the exterior of the building(s) 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 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 _____ Phase _____

Street Address of Property:

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

I/We have read and understand the Declaration for College Park, current Design Guidelines, Submittal Form & Application, Timetable & Checklist Outline for the Application Process.

I/We are College Park Property owner(s) requesting an addition/remodel to the building located at:

Enclosed is the deposit (see page 2 for formula) of which up to 100% may be refunded upon a satisfactory final inspection of the exterior of the building and the landscaping by a representative of the College Park Architectural Review Committee

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 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 _____

Legal Description Of Property:

Lot _____ Phase _____

Street Address Of Property:

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Application Item Check

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

A. SITE PLAN – Initial items included:

1.	Licensed surveyor stamp and signature on plan
2.	Recommended drawing scale: 1" = 10'
3.	Building footprint, Parking areas and drives, roof plan including overhangs, and buildings on adjacent lots
4.	Property lines, setbacks, or other easements (if any)
5.	Tree and rock outcropping locations. (Trees that 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
8.	North arrow.
9.	Landscape/Exterior lighting plan.
10.	Construction staging and access areas and temporary structure locations designated on plan.
11.	Utility, trash/recycling/storage yards, HVAC areas, driveway, parking areas, spa/hot tub facilities, decks, walkways, etc., with materials noted and designated on plan.
12.	Elevation of the first floor of building (in relation to existing grade) noted on plan.
13.	Highest ridge of the building (in relation to existing grade) noted on plan.
14.	Elevations of the major corners of foundation (in relation to existing grade) noted on plan.

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B. EXTERIOR ELEVATIONS – Initial items included:

1.	Recommended drawing scale: ¼" = 1'
2.	All exterior building features clearly identified with accompanying materials/finishes noted. Features include but are not limited to:
3.	-- Doors, window openings, garage/loading/service doors, trim, design features
4.	-- Walls, partition, storage enclosures, fences, HVAC enclosure, trash/recycling enclosure
5.	-- Stairways, rails, decks, patios, porches, landings, spa facilities, under-deck/stairwell screening
6.	-- All utility meter housing locations, screening and materials
7.	-- Roof, siding, foundation, masonry materials
8.	-- Exterior light fixture locations and design
9.	Proposed structure's lowest floor line drawn and noted in relation to the existing grade
10.	Elevation of the highest point of the building/roof ridge in relation to the existing grade noted
11.	Finished and existing grades drawn and noted

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

1.	Recommended drawing scale: ¼" = 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

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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 :

3. Location of staging and material storage areas:

4. Drainage control and protection of topography from erosion and adjacent property trespass:

B. Feature Materials & Locations (Asterisk items may require samples, chips and/or catalog cuts). All submittals for exterior colors and materials must be submitted as a group on a color board, showing all building colors and materials.

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)*: _____

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b. Storefronts (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)*– note that if material is composition, it must have at least a 30-year warranty:

b. Roof Product (color)*: _____

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

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

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

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

C. Exterior Colors (manufacturer/color) – note that all color samples or chips must be provided for initial review:

Siding: _____

Trim: _____

Metals: _____

Doors: _____

Decks: _____

Deck Rails: _____

Other materials: _____

D. Landscape Plan (plant materials and their species/location; underground irrigation plan; special features, treatments and materials – use back of this page to describe):

E. Estimated Excavation Start Date: _____

F. Estimated Completion Date of All Exterior Work: _____