

# College Park

## Timetable & Checklist Outline

January 2009

### T I M E T A B L E

#### Preparation for Preliminary and Final Review Submittals

Preliminary and Final review are similar processes and require the same amount of time for review. The timetable for both Preliminary and Final review have Three related aspects.

The applicant must first prepare for the review. This preparation should include:

Check with the Owner Relations Department at Brooks Resources Corporation (409 NW Franklin Avenue Bend, Oregon 97701; (541) 382-1662) to see if the copy you have of the College Park Design Guidelines is the most recent edition (all copies are dated). Request a current copy of the College Park Architectural Review Committee (CP ARC) Construction Submittal Form and Application.

College Park land owner and his agent(s) should read and understand the Declaration for College Park; CP ARC Construction Submittal Form and Application; Timetable & Checklist Outline; and the Design Guidelines.

College Park land owner and his agent(s) must understand that all construction is subject to the Oregon State Building Code, the City of Bend Code, the City of Bend Zoning Ordinance, the City of Bend signage guidelines, the City of Bend design review guidebook, as well as the city of Bend Lighting Ordinance and all other pertinent regulations. The most stringent regulations shall apply in the event of a conflict.

The second aspect is development and formation of your proposal. This normally includes formation of your building concept and synthesizing it within the constraints of the College Park Design Guidelines, Oregon State Building Code, the City of Bend Code, the City of Bend Zoning Ordinance, the City of Bend signage guidelines, the City of Bend design review guidebook, the city of Bend Lighting Ordinance, and all other pertinent regulations.

The third aspect is the CP ARC review. At least two weeks prior to the next CP ARC meeting, the owner relations department of Brooks Resources Corporation, must receive your submittal. The CP ARC meets the first and third Tuesdays monthly. If you have any questions, contact the Owner Relations Department at (541) 382-1662.

The two-week period, before the meeting, is used to have an independent architect consultant review submittals, checking for Design Guideline compliance and to write a report of the findings.

#### Preliminary Review Advantage

There is no fee for Preliminary Review. The Preliminary Review process is strongly encouraged. The Preliminary Review process tests the building and site concept. The purpose of the preliminary approval is to review designs at an early stage, to obtain CP ARC comment on designs which may not be in keeping with the College Park Design Guidelines, or to identify designs which could be duplications of others in close proximity to the

requested improvement. The preliminary approval allows the owner to obtain CP ARC advice regarding conceptual designs before final construction drawings are prepared.

Concerns or objections are easier to address when they are identified at the beginning of the design process. Should the CP ARC have structural change requirements, it is much easier to deal with them prior to completing final construction drawings and/or submitting to the City for building permits.

The preliminary approval shall not be deemed to be a final approval for the construction of the improvement(s).

### The CP ARC Review

CP ARC meetings are closed—only CP ARC members, the independent architect consultant, and a representative(s) of Brooks Resources Corporation will be present. At the CP ARC meeting, when your project is reviewed, the plans, application, and independent architect consultant comments are reviewed and evaluated by the CP ARC members.

### After the CP ARC Review

After the CP ARC meeting, a review letter is prepared, listing any Committee comments, requirements or concerns. A copy of this letter will be provided for your design and construction agents.

The owner(s), or his agent, must respond to the CP ARC review letter in writing prior to any construction activity done on site. Additionally, if there are specific areas of concern or a requirement for more information, the owner or his agents may be required to meet with a representative of the CP ARC to discuss these issues and/or deliver revised drawings or provide the supplemental information before the CP ARC will issue a final approval allowing construction to begin.

Excavation and construction may begin only after all issues (if any) are resolved, a final CP ARC approval letter has been granted and the owner(s) written and itemized acknowledgement of the approval letter has been received by the Owner Relations Department.

Items which are missing from the original submittal (paint colors, masonry samples, catalog cuts, etc.) must be provided for review and approval at a later CP ARC meeting. It is prudent to plan color schemes and material choices well in advance of scheduling painters, masons and other specialty subcontractors.

Landscaping shall be completed within six months of the completion of the exterior of the building(s). Please consult the Landscape section of the Design Guidelines for more specific information about the landscape requirements.

If construction approval has been granted and construction has not begun within one year of receiving approval, the application and approval expire and the deposit will be refunded. A new application, a current fee, and a new CP ARC review and approval will be required if construction is scheduled to proceed after this time.

### Deposit Refund and Inspection

Up to 100% of the deposit will be refunded if the **building and landscaping** is completed and meets all CP ARC standards, requirements, conditions, and design guidelines.

Inspection schedules become full during the building season; sometimes inspections are not feasible due to weather conditions. A request for an inspection may require a lead time of up to three weeks.

## Appeals

Appeals to the CP ARC will be arranged as needed.

# C H E C K L I S T

## Preliminary and Final Review

The information needed for Preliminary and Final review requirements are similar; however, it is suggested that Preliminary submittals should be conceptual—not final construction drawings, as final submittal should be. Final review submittals must, at least two weeks prior to the next scheduled CP ARC meeting, be submitted to the Owner Relations Department the following (The CP ARC will respond to any pertinent preliminary information submitted. However, the more information submitted on a preliminary plan, the better equipped the CP ARC will be to provide advice):

### *A. Site Plan (1 copy) to include:*

- licensed surveyor stamp and signature on plan (not required for Preliminary Review)
- recommended drawing scale 1" = 10'
- all sign location(s)
- grading plan showing existing contours of site slope and proposed contour changes, both at 2' intervals (retaining walls, if any, must be reflected accurately on the grading plan)
- property lines, setbacks, and easements (if any)
- building footprint location, roof plan including overhangs, and driveway and parking clearly marked, all tree and rock outcropping locations (trees which are proposed for removal must be clearly designated as such on the plan)
- north arrow
- location of the following clearly marked: walkways, decks, retaining wall(s), service/delivery areas, parking areas, proposed utility lines, service yard/trash storage, spa/hot tub facilities, utility, trash and storage yards, etc.
- location of buildings on adjacent sites (if they exist)
- elevation of the lowest floor of building (in relation to existing grade) noted on plan
- elevation of the highest point of the building/roof (in relation to existing grade) noted on plan
- elevations of the major corners of the foundation (in relation to existing grade) noted on plan (must note both existing and finished grades)

### *B. Exterior Elevations (1 copy) to include:*

- recommended drawing scale: 1/4" = 1'

- all exterior building features clearly identified with all materials/finishes noted (all signage, exterior lighting, roof, siding, railings, trims, patios, porches, decks, foundation, stairways, storage enclosures, masonry, garage doors, meter housings, spa facilities, etc)
- proposed structure's lowest floor line drawn and elevation in relation to existing grade noted
- elevation of the highest point of the building/roof in relation to the existing grade noted
- accurate finished and existing grades drawn and noted

*C. Floor Plan:*

- The floor plan is not a required element of the preliminary review process. However, if there are any structural changes which the Committee may recommend, it is helpful to see how these may affect the interior of the building.

*D. Landscape Plan:*

- recommended drawing scale 1" = 10'
- all sign location(s)
- grading plan showing existing contours of site slope and proposed contour changes, both at 2' intervals (retaining walls, if any, must be reflected accurately on the grading plan)
- property lines, setbacks, and easements (if any)
- building footprint location, roof plan including overhangs, and driveway and parking clearly marked, all tree and rock outcropping locations (trees which are proposed for removal must be clearly designated as such on the plan)
- north arrow
- location of the following clearly marked: walkways, decks, retaining wall(s), service/delivery areas, parking areas, proposed utility lines, service yard/trash storage, spa/hot tub facilities, utility, trash and storage yards, etc.
- location of buildings on adjacent sites (if they exist)
- types, locations, quantities and sizes of all proposed plant material.
- locations of all landscape lighting and samples, catalogue cuts, or drawings of all landscape lighting fixtures.

*E. Signage:*

- all signage must be drawn on all exterior elevations, site plans and landscape plans

*F. Application Form:*

- owner(s) must sign and date signature page
- cover sheet must be completed with pertinent addresses, phone numbers, legal description, street address, etc.
- all pages in application must be completed (not required for Preliminary Review)

*G. CP ARC Application Deposit & Fee:*

- Preliminary Review: No deposit or fee.
- Final Review: All new construction and remodels (adding square footage) require a non-refundable ARC Fee and refundable ARC Deposit. Please make the check payable to *Brooks Resources Corporation* in the amount equal to \$2.00 per square foot (refundable Deposit) of all building areas; including all heated and un-heated built space (garages, storage, mechanical, etc.) plus a non-refundable \$1,000.00 ARC review fee.

*H. Color/Material Samples* (Note: these are best assembled at the time of the full construction submittal, but owners are permitted to submit them at a later date for review and approval):

- Exterior window, siding, roofing colors and materials
- Exterior light fixture samples and/or legible catalog cuts or drawings
- Masonry and paver samples

*G. Miscellaneous:*

- A landscape plan is not required during the preliminary review process. A landscape plan is required as part of the Final review process.
- Submittal of an application shall be authorization to the CP ARC to make onsite inspections of the building and site. In addition, the owner is responsible for notifying the CP ARC upon completion of the proposed construction, at which time the CP ARC shall arrange a final inspection to verify compliance with the plan as submitted and approved and to verify compliance with the design guidelines and CC&R's.
- Site Plan and the all Exterior Elevations in reduced format (8 ½ x 11)