

APPENDIX L: FINAL DESIGN SUBMITTAL FORM and CHECKLIST



Final Design Submittal Form and Checklist

Property Owner(s): _____

Homesite # _____ Date Received: _____

Homesite address: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Design Professional: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Builder: _____

Project Manager (If applicable): _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Landscape Professional: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

House Square Footage: _____

Garage Square Footage: _____

Additional Structure(s) Square Footage: _____

TOTAL SQUARE FOOTAGE OF ALL BUILDING IMPROVEMENTS: _____

Homesite Square Footage: _____

Building Envelope Square Footage: _____

Homesite coverage: (maximum of 50% of building envelope): _____

By submitting and signing this document, the Owner(s) acknowledges they, their Design Professional, Builder and Landscape Professional have all read The Tree Farm Design Guidelines and will work together to provide a design that complies with the current Design Guidelines.

Owner(s) Signature: _____

For ARC use only:

Site visit date: _____

Submittal date: _____

ARC Meeting date: _____

Final Design Review Requirements

The deadline for Final Design Review submittals is two (2) weeks prior to the next scheduled ARC meeting. ARC meetings are held Wednesdays at 1:30pm on an as-needed basis, which means any submittals you intend to have reviewed need to be submitted to the ARC office, and accepted as complete, no later than noon, two weeks to the day prior to the scheduled meeting. ALL submittals will be reviewed for completeness when received. Incomplete submittals will NOT be accepted for review.

The following items are required to be submitted via email for the Final Design Review:

- A scanned PDF of the completed Final Design Review Form
- PDFs of the entire submittal package, including all required drawings and documents.
- All drawings must be compiled into a single PDF document.

Email the PDFs to the following email address: carol@brooksresources.com

- In lieu of emailing the above items, a USB flash drive containing all of the required drawings and documents may be delivered to The Tree Farm ARC c/o Brooks Resources, 409 NW Franklin Ave. Bend, OR 97703.

The applicant must also mail or deliver the following to The Tree Farm ARC c/o Brooks Resources, 409 NW Franklin Ave. Bend, OR 97703:

- A copy of the completed Final Design Review Form
- Two (2) full-sized hard copies of the entire submittal package (max. sheet size 30" x 42", 24"x36" is preferred)
- Two (2) complete Landscape Plans
- One (1) hard copy of the entire submittal package in an 11x17 landscape format at a legible scale

Final Design Review Requirements and Checklist

Items to Note prior to the start of construction:

- Excavation and construction must begin within 12 months of the ARC Final Approval Letter. If construction has not begun within 12 months of receiving approval, the application and approval expire and 100% of the refundable deposit will be returned to the Owner. If the Owner wishes to proceed with construction at a later date, a new application process and approval will be required.
- The Tree Farm ARC assumes no liability for encroachments into platted setbacks, solar setbacks, easements, or neighboring property. The ARC recommends the use of a licensed civil engineer or surveyor to locate all proposed improvements prior to commencing construction and to check the plat map of your Homesite and its property lines and setbacks avoiding encroachments and trespass.
- The ARC may require the Owner to re-stake the major corners of a residence or other structures in their evaluation of the Final Design Review.

NFPA Standards 1144 – Please be sure to review Section 5.2 (p10); the applicable NFPA Standards relative to construction and landscape in The Tree Farm. Details are outlined in Sections 5 and 6 regarding the construction requirements and landscape and fuel modification treatments required in the Fire Prevention Zones. Appendix B – The Defensible Zone Diagram and Appendix F – the Wildfire Protection Management Plan (WPMP) address the specific requirements that Owners and The Tree Farm Homeowners' Association are responsible for to maintain compliance with the Deschutes County land use approval for The Tree Farm, The Tree Farm CC&Rs, and these Design Guidelines.

The following plans, drawings, and documents are required for a Final Design Review submittal (include this completed check list with final application):

SITE PLAN

- ___ Drawing Scale (no smaller than 1" = 20')
- ___ North Arrow
- ___ Property boundaries, setbacks, and all easements
- ___ Surveyed site topography at one foot intervals

- ___ Proposed grade changes at one foot intervals
- ___ The location, type, and size of all trees 8" and larger at DBH on the site with a clear indication of the trees that are to be removed. Trees to be removed shall be flagged with blue tape.
- ___ Rock outcroppings
- ___ Utility and septic stub locations and routing
- ___ 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 (to include screening)
- ___ Rockery walls and retaining walls with an indication of height and materials
- ___ Service yards, fences
- ___ Lot Coverage calculation

DRAINAGE PLAN

- ___ The Site Plan is to serve as the base for this plan
- ___ Drawing Scale (no smaller than 1" = 20')
- ___ North Arrow
- ___ All drainage patterns and on-site retention and disposal areas to be shown on the plan
- ___ Document outlining stormwater assumptions and calculations

SEPTIC SITE LOCATION

- ___ Indicate location on site plan of Initial System and type of system

CONSTRUCTION AREA PLAN

- ___ The Site Plan is to serve as the base for this plan
- ___ Drawing Scale (recommended: 1" = 10')
- ___ North Arrow
- ___ Tree protection fencing
- ___ Construction material storage and staging areas
- ___ Parking areas with maximum number of spaces provided
- ___ Location of the sanitary facility, dumpster and debris storage, temporary power, and fire protection equipment
- ___ Concrete wash pit area
- ___ Utility trenching
- ___ Limits of excavation
- ___ Erosion control measures for the site

FLOOR PLANS

- ___ Drawing Scale: 1/4" = 1' or a scale that is legible in the format submitted
- ___ North Arrow
- ___ Square footage of each floor level

- ___ Building floor plans must be shown in their correct orientation
- ___ Roof plan must show sloped and flat areas, overhangs, skylights, solar applications, chimneys and all other related appurtenances
- ___ Note and confirm on plans that an automatic sprinkler system will be installed in accordance with NFPA Standard 13 (Section 6.18)
- ___ Venting (per Section 6.17) - Note and confirm on plans that attic and foundation vents will be screened with a corrosion-resistant, non-combustible wire mesh opening not to exceed 1/8" in size

BUILDING ELEVATIONS

- ___ Drawing Scale: match scale used for the floor plans
- ___ All exterior components, features, and materials clearly identified
- ___ 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
- ___ Firepits, fireplaces and built-in barbeques—show compliance with Section 5.5 and provide details of these components
- ___ Exterior lighting locations and cut sheets of proposed fixtures

DETAIL DRAWINGS

Be sure details correspond to Building Elevation drawings (see example exhibits on page 92)

- ___ Materials and configurations of exterior building components such as columns, fascias, eaves, trims, soffits, chimney shrouds, masonry components, deck screen walls, exterior window and door trim
- ___ Venting (per Section 6.17) - Note and confirm on plans that attic and foundation vents will be screened with a corrosion-resistant, non-combustible wire mesh opening not to exceed 1/8" in size

SAMPLE COLOR BOARD

- ___ No smaller than 18"x18" and no larger than 18"x24"
- ___ To be constructed from plywood or a similar material. A handle must be attached to the back of board for ease of moving
- ___ Owner name and Homesite number must be labeled on the back
- ___ ALL exterior colors, textures and materials must be attached to the front of the board, including roof and flashing materials, siding or exterior wall material, exterior trim, exterior stone, window materials, walkway and driveway materials if other than asphalt
- ___ NFPA standards: Note that materials proposed meet NFPA standards as outlined in Section 6.7

LANDSCAPE PLAN (please provide in color)

- ___ Drawing Scale (no smaller than 1" = 20')
- ___ North Arrow
- ___ All building footprint locations, roof plan (including overhangs), and driveway
- ___ Defensible landscape zones 1, 2, and 3 as they relate to the building footprints on landscape plan, not irrigation plan (See Appendix B)
- ___ All trees and plants proposed in each of the Fire Prevention Zones (types, locations, quantities, and sizes)
See Appendix C for site planting diagram and approved landscape materials
- ___ Property lines, setbacks and all other easements
- ___ Grading plan with existing contours of the site slope (to coincide with the construction plan) and proposed changes both at one foot intervals
- ___ Retaining and/or site wall locations, heights and materials
- ___ Fencing locations, heights and materials
- ___ All tree and rock outcropping locations (Trees which are proposed for removal must be clearly designated on the plan)

- ___ Walkways, paths, decks and/or patios, parking areas, service yard/trash storage, firewood storage, spa/hot tub facilities and HVAC with appropriate screening
- ___ Proposed utility lines
- ___ Proposed irrigation system layout on separate page
- ___ Landscape lighting plan and cut sheet of proposed fixtures
- ___ Address marker location
- ___ Location of Structures on adjacent Homesites (if any)

