

APPENDIX B: SCHEMATIC DESIGN SUBMITTAL FORM and CHECKLIST



Schematic 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 42% of building envelope): _____

Design Review Fee: \$3,000.00 _____ Refundable Fee: \$2,000.00 _____

Please make checks payable to Shevlin West HOA.

Owner(s) Signature: _____

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

For ARC use only:

Site visit / Pre-design Meeting date: _____

Submittal date: _____

Schematic Design Review Requirements

ARC meetings are held on an as-needed basis. ARC Members conduct independent reviews and provide comments to the Board. The Board consolidates comments from all members and will provide written approval or denial with 30 days of receiving a *complete* submittal. All submittals will be reviewed for completeness when received. Incomplete submittals will not be accepted for review. Checks for the applicable fees must accompany all submittals and can be delivered or mailed to: Shevlin West HOA, 63026 NE Lower Meadow Drive, Suite 200, Bend, Oregon 97701.

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

- A scanned PDF of the completed Schematic 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. Multiple files will not be accepted.**

Email the PDFs to the following email address: chelsea@shevlinwestbend.com

The applicant must also mail or deliver the following to Shevlin West ARC, 63026 NE Lower Meadow Drive, Suite 200, Bend, Oregon 97701:

- A copy of the completed Schematic Design Review Form.
- Two (2) full-sized hard copies of the entire submittal package (max. sheet size 30" x 42", 24"x36" is preferred).
- One (1) hard copy of the entire submittal package in an 11x17 landscape format at a legible scale.
- One check to cover the required Design Review Fees and a second check to cover the refundable deposit, both made payable to Shevlin West HOA.

Schematic Design Review Requirements and Checklist

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

SITE PLAN

- ___ Drawing Scale (no smaller than 1" = 20')
- ___ North Arrow
- ___ Property boundaries, setbacks, and all easements
- ___ Utility and septic stub locations and routing. If a gas fire pit is proposed, gas line must be shown to the fire pit on plan
- ___ 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. Both must be clearly labeled on the plan.
- ___ Walkways. All walkways must be clearly labeled on the plan.
- ___ Courtyards. All courtyards must be clearly labeled on the plan.
- ___ Decks, patios, terraces.
- ___ Fire pits, fireplaces, and built in BBQs. All applicable must be clearly shown and labeled on the plan.
- ___ Spa/hot tub facilities/pool (to include screening)
- ___ Rockery walls and retaining walls with an indication of height and materials
- ___ Fences
- ___ Lot Coverage Summary
- ___ Total lot area
- ___ Percentage of lot coverage

CONSTRUCTION AREA PLAN

- ___ The Site Plan is to serve as the base for this plan
- ___ Drawing Scale (recommended: 1" = 10')
- ___ North Arrow
- ___ Define the general location of the Construction Area (See Section 8.0 for details)

FLOOR PLANS

- ___ Drawing Scale: 1/4" = 1' or a scale that is legible in the format submitted
- ___ North Arrow
- ___ Square footage of each floorlevel
- ___ Fire pits, fireplaces, and built inBBQs. Must match what is shown on site plan.

BUILDING ELEVATIONS

- ___ Drawing Scale: match scale used for the floorplans
- ___ 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