

APPENDIX C: 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 (if changed): _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Builder (if changed): _____

Project Manager (If applicable): _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Landscape Professional (if changed): _____

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): _____

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.

Owner(s) Signature: _____

For ARC use only:

Schematic Approval date: _____

Final Submittal date: _____

Final Design Review Requirements

ARC meetings are held 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, prior to being reviewed by the ARC. ALL submittals will be reviewed for completeness when received. Incomplete submittals will NOT be accepted for review. ARC will provide a decision within 30 days of receiving a *complete* application.

The following items are required to be submitted via email for the Final 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.
- 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.
- Shevlin West 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.

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
- ___ 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 any guest 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

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

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 (if applicable)
- ___ Construction material storage and staging areas (if applicable)
- ___ Location of the sanitary facility
- ___ Utility trenching
- ___ Limits of excavation

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
- ___ Roof plan must show sloped and flat areas, overhangs, skylights, solar applications, chimneys

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
- ___ Exterior lighting locations and cut sheets of proposed fixtures (See Section 6.10)

DETAIL DRAWINGS

Be sure details correspond to Building Elevation drawings

- ___ Materials and configurations of exterior building components such as columns, fascia's, eaves, trims, soffits, chimney shrouds, masonry components, deck screen walls, exterior window and door trim

SAMPLE COLOR BOARD

- ___ No smaller than 18"x18" and no larger than 18"x24"
- ___ ALL exterior colors, textures and materials must be shown on the color board, including roof and flashing materials, siding or exterior wall material, exterior trim, exterior stone, window materials, walkway and driveway materials, if a material other than asphalt is proposed.

LANDSCAPE PLAN (please provide in color)

Front landscaping is required. See Section 7.0.

- ___ Drawing Scale (no smaller than 1" = 20')
- ___ North Arrow
- ___ All building footprint locations, roof plan (including overhangs), and driveway
- ___ All trees and plants proposed (types, locations, quantities, and sizes)
- ___ Property lines, setbacks and all other easements
- ___ Street Trees & Irrigation
- ___ Sidewalks
- ___ Landscape lighting plan and cut sheet of proposed fixtures. (See Section 6.10)
- ___ Landscape Plan must include the entire lot
- ___ Walkways, paths, decks and/or patios, parking areas, service yard/trash storage, firewood storage, spa/hot tub facilities and HVAC with appropriate screening (if applicable)