

APPLICATION FOR DESIGN MODIFICATION REVIEW

Date: _____

Lot: _____

Property Owner(s) Name: _____

BTCA Property Address: _____

Owner Mailing Address: _____

Primary Email Address: _____

Telephone (daytime) _____ Mobile _____

Architect/Designer: _____

Telephone (office) _____ Mobile _____

Contractor: _____

Address: _____

Telephone (office) _____ Mobile _____

Email: _____

CCB License#: _____ Liability Insurance Carrier: _____

NOTE: A current certificate of liability insurance for each contractor must be submitted to the DRC Coordinator with this submittal form prior to DRC review of the project. If a contractor has not yet been chosen, the certificate must be submitted prior to approval of that part of the construction.

The DRC coordinator can be contacted at:
Design Review Coordinator, BTCA
855 SW Yates Drive, Suite 102, Bend, OR 97702
Email: drc@brokentop.org or 541.318.3430 Ext. 4

Please read all of the Design Review Requirements and Guidelines carefully prior to submittal.

DESCRIPTION OF MODIFICATION:

PRELIMINARY MODIFICATIONS REQUIREMENTS:

The Modification Application, fee, and all required documents as outlined below are to be submitted to the DRC Coordinator fourteen (14) days prior to the next regularly scheduled DRC meeting in order to be added to the agenda for that meeting.

The Broken Top Community Association’s (BTCA) Design Review Committee (DRC) meets on an as needed basis, not to exceed two meetings per month normally held on the 2nd and 4th Monday of each month.

If the modification changes the exterior of your home you must supply the following:

- Two (2) set of blueprint size plans **no larger** than 11" x 17" and formatted to scale. (One set will be returned as Owner's Copy)
- Electronic copy of drawings in PDF format, via e-mail or thumb drive.
- Site Plan – See Section 3.03.1 of the Design Review Requirements and Guidelines. (Must include any roadway islands, required setbacks, location and sizes of existing trees, location and sizes of trees to be removed, natural rock outcroppings, and location of adjacent homes and placement of culvert under the driveway.)
- Floor Plan – See Section 3.03.2 of the Design Review Requirements and Guidelines (including all exterior dimensions, room designations)
- Building Elevations – See Section 3.03.3 of the Design Review Requirements and Guidelines (including dimensions which indicate overhangs, building heights, grades around building, deck/railing heights, plus type of materials to be used on residence)
- A conceptual drawing of the entire project is recommended to help establish the intent of the application
- Building sections as required adequately describing the structure
- Grading, drainage erosion control plans, including repair of road shoulder and/or drainage ditch – see Section 2.27 and Sections 5.05 and 5.06

EXTERIOR MATERIAL / SAMPLE COLOR BOARD:

The sample color board must be delivered to the DRC office for initial review prior to final construction approval. Sample color board must depict all exterior materials, paint colors, finishes, window clad colors, stone, roof tile, pavers, etc. A legend of materials, manufacturer, product name and number must be submitted corresponding to the materials on the color board. Once approved, the board will be kept at the DRC office for reference until completion of project and Final Inspection Release is granted.

If the Modification is re-painting exterior of your home with new colors, Color Sample Pages are required with the submittal for review.

- ✚ Sample of Color: full page 8 ½" x 11" of the new color(s)**
- ✚ Most paint stores will supply samples at your request**
- ✚ Sample sections of the trim and body portions must be painted on the residence for inspection by the DRC Coordinator prior to approval.**
- ✚ See Section 6.02 of the Design Review Requirements and Guidelines for details.**

OTHER IMPORTANT INFORMATION:

1. Portable toilets shall be located within the building area and not inside front or side setbacks. The colors shall be neutral and natural (no yellow, blues, red or bright green) and location shall be approved by the DRC. (Front yard setbacks from the street are 20’).
2. Owners and builders shall clean up all trash and debris at the end of each day.
3. The contractor shall be responsible for controlling dust and noise from the construction site during the entire period of construction, including the removal of dirt and mud from public or private streets that are the result of construction activity on the site. During construction, the edges of the street shall be protected with dirt or gravel and repaired as required.
4. Any changes or modifications to the approved landscape plan must be approved by the DRC prior to initiation of those changes. Any changes or modifications to the approved plans without prior approval may result in construction fines.

COMMENCEMENT OF CONSTRUCTION:

The DRC will review the final plans and, if the submittal is in compliance with the Design Review Requirements and Guidelines and is a logical and direct development of the approved preliminary plans, DRC will grant approval for the commencement of construction. No construction or excavation shall begin without this approval.

Property lines must be identified on-site and all property corners located. Platted property lines and setbacks must be confirmed by the owner/contractor.

Upon receipt of Final Design approval by the DRC, the owner shall commence construction of the improvements within **six months from the date of such approval or any approval given shall be deemed withdrawn.**

All construction, including landscaping, shall be completed **within twelve (12) months after commencement of construction,** unless such completion is rendered impossible or would result in great hardship to the owner, due to labor strikes, fires, national emergencies or natural calamities, or unless the owner has requested and been granted an extension. An extension may be granted for delays caused by weather, labor strikes, emergencies or calamities, as long as a good faith effort has been made to complete construction. **Notice: Failure to request and obtain approval for an extension may result in a fine.**

DESIGN MODIFICATION FEE SCHEDULE

The Broken Top Design Modification fee is non-refundable. Make checks payable to BTCA or Broken Top Community Association.

Modifications are categorized by minor/major and number of projects included in application.

If additional DRC meetings are required at the request of owner to revise an already approved plan, an additional fee of \$250 per meeting will be required. Any additional fees incurred by the DRC will be passed on to said applicant. (Example, if plans need review by outside architect or landscape consultant.) These fees are non-refundable.

Refundable Construction Deposits:

\$1000 for minor modifications (one project – window changes to elevations in front of home.)

\$2500 for major modifications (adding square footage to home, addition, expansion)

Example: An application to:

1. Modify a bathroom by expanding and changing window elevations in front;
2. Adding a staircase to rear deck; and
3. Adding an additional garage bay.

This modification application would be considered a major modification where a \$2500 refundable construction deposit is required.

Owners are responsible to contact BTCA staff for final inspection of modification within ten (10) days of completion. A full refund of deposit will be made to Owner immediately, upon final inspection approval, providing no fines are assessed against Owner for violations or deviations from plans.

Questions?

The DRC Coordinator can be contacted at:

Design Review Coordinator, BTCA
855 SW Yates Drive, Suite 102, Bend, OR 97702
Email: drc@brokentop.org or 541.318.3430 x4

I have read all of the Broken Top Community Association Design Review Requirements and Guidelines and agree to follow those guidelines completely throughout the construction process, and thereafter for any further exterior modifications that are made to the home.

I have given a copy of the Design Review Requirements and Guidelines and a copy of this application to my contractor.

Owner is responsible to contact BTCA staff for final inspection of modification within ten (10) days of completion.

Homeowner

Date

Contractor

Date

Disclaimer: All contact between property owners, or their designated representatives, and the DRC concerning any aspect of an application must be directed to the DRC Coordinator. The volunteers of the DRC have been asked not to discuss project submittals individually with project applicants outside of the regular scheduled meetings and any such contact by a property owner, or their designated representatives, may be subject to fees and charges incurred by the BTCA.

DRC FEE & DEPOSIT SCHEDULE

<u>BTCA Design Review Fees & Deposits, Effective 2/2/15, For all design review applications</u>	<u>Design Review Non-Refundable Fees</u>	<u>Refundable Construction Deposit</u>
Design Review Fee (New Construction)	\$2,500	\$5,000
Landscape Design Fee (New Construction)	\$250	\$0
Design Modification Fee (See Page 2 for Administrative Approvals)	Minor \$250 Major \$500	\$1,000 for minor mods; \$2,500 for major mods
Landscape Modification Fee (See Page 2 for Administrative Approvals)	Minor \$100 Major \$250	\$1,000 for minor mods; \$2,500 for major mods
Basketball Hoop Installation	\$100	\$1000

ADMINISTRATIVE DEPOSIT SCHEDULE

BTCA <i>Administrative</i> Approvals - Definition of Minor/Major Projects requiring refundable construction deposit						
		App Fee	Minor	Deposit	Major	Deposit
	Administrative Approval Project List					
1	Deck Renovation (Change of materials or extensions)	\$100	x	\$1000		
2	Dog Fencing (Invisible Fencing)	N/A	x	N/A		
3	Driveway Materials Change (Pavers, Asphalt)	\$100	x	\$1000		
4	Exterior Light Fixture Changes or Additions (includes satellite/dish TV, cut sheets required)	\$50	x	N/A		
5	Exterior Paint Color Changes	\$100	x	\$1000		
6	Fire Pit Installation (All pits, portable, gas only)	\$50	x	\$500		
7	Garage Doors (Includes metal doors)	\$50	x	\$500		
8	Gutters and Catch Basins	N/A	x	N/A		
9	Heat Tape/Cable	N/A	x	N/A		
10	Hot Tub Installation with Screening (†Major if coupled with other design or landscape changes)	\$100	x	\$1000		
11	Minor Landscape Renovation Projects† (Plan does not involve changes impacting drainage on site)	\$100	x	\$1000*		
12	Major Landscape† (More than few plants/trees; renovating entire areas, front/back/side yards)	\$250			x	\$2500
13	Minor Elevation Changes† (1-3 doors/windows is minor; 4 or more is considered major)	\$100	x	\$1000		
14	Pathway installations or change of materials (variances to set back requires DRC decision)	\$100	x	\$1000		
15	Roofing Snow Stops	\$50	x	N/A		
16	Skylight or Solar Tube Installation	\$50	x	\$500		
17	Tree Removal Requests (\$0 for Risk Trees, Arborist Report Required)	\$50	x	N/A		
18	Trellis's/Pergolas - Added to home only	\$100	x	\$1000		
19	Water Features	\$50	x	\$500		
20	Window Awnings/Screen Doors	\$50	x	N/A		

*Design Review Coordinator has discretion to waive \$1000 deposit on minor landscape modifications.

†3 projects or less = minor = \$1000 refundable construction deposit, depending on scope of projects, 4 or more projects in one application = major = \$2500 refundable construction deposit