



APPLICATION FOR LANDSCAPE 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 LANDSCAPE MODIFICATION:
(Contact DRC Coordinator for definition of minor/major landscape 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 is an addition to a home you must submit a separate Design Modification Application.

For landscape modification, please supply the following:

- One (1) set of blueprint size plans **no larger** than 11” x 17” and formatted to scale.

Landscape Plan: Must show the following:

- Site plan with property lines, setbacks noted including deed restricted lots with building and deck setbacks, existing home footprint and existing landscape. Property lines must be identified on-site and all property corners located. Platted property lines and setbacks must be confirmed by the owner/contractor.

- Privacy issues between lots and neighbors have been adequately addressed.
- Outside opposing windows
- Between outdoor entertainment and different use areas.
- Between Spa / Hot Tub and neighbors
- Location, size, type, quantity and species of all proposed plants (include a “clear” legend using legible lettering and defining symbols).
- Complete list of all newly proposed plants, description, size, quantity, location (legend).
- Location of all existing trees to be retained.
- Location of existing natural areas to be retained.
- Indicate invasive and undesirable vegetation to be removed.
- In open areas, groundcover, grasses, and perennials are planted at a density appropriate to avoid large expanses of exposed mulch at maturity (within 3 years).
- Mature height and width of proposed planting is in scale with the space available.
- Highly ornamental plantings have been avoided including excessive use of color, repetitive weeping or twisted structure or form and highly contrasting color.
- Lawn where indicated is appropriately placed for function, health and maintenance.
- Berms where indicated are of adequate size and scale to evoke a natural appearance.
- Indicate proposed boulder groupings and preserved rock outcroppings. Boulders where indicated are partially buried into the earth in natural groupings and arrangements that imitate the natural surroundings.
- Indicate location, type and size of patios, decks, walkways.
- Indicate proposed grading and drainage (may be separate document--see requirements in Section 2.27 of the Design Review Requirements and Guidelines)
- Indicate type and location of proposed landscape lighting (refer to Section 2.07 of the Design Review Requirements and Guidelines).
- Indicate paved surfaces; outdoor steps (riser and tread dimensions).
- Indicate proposed walls and fences (type and height). Large uninterrupted expanses of wall, roof, and foundation have been softened with appropriate choice of plant material.
- Refer to Appendix A, List of Recommended Plants in the Design Requirements and Guideline for listing of approved trees and shrubs and other requirements.
- Indicate location of “Address Marker” perpendicular to street.
- Provide material samples for rock, pavers and cut sheets for any outdoor appliances (BBQ’s, fire pit elements, outdoor heaters) as well as all exterior lighting fixtures including soffits.

COMPLETE LANDSCAPE AND IRRIGATION MODIFICATION PLANS MUST BE REVIEWED AND APPROVED BY THE DRC PRIOR TO INSTALLATION

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.**

LANDSCAPE APPLICATION MODIFICATION FEE SCHEDULE

The Broken Top Landscape 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 (plan does not involve changes impacting drainage on site project)

\$2500 for major modifications (more than a few plants/trees; renovating entire areas)

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 Ext. 4

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)	\$250	\$1,000 for minor mods; \$2,500 for major mods

ADMINISTRATIVE DEPOSIT SCHEDULE

BTCAs <u>Administrative</u> 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; variances to set backs requires DRC approval)	\$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)	\$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	Hot Tub Installation with Screening (+Major if coupled with other design/landscape changes, may require DRC approval)	\$100	x	\$1000		
10	Minor Landscape† (Plan does not involve changes impacting drainage on site)	\$100	x	\$1000*		
11	Major Landscape† (More than few plants/trees; renovating entire areas, front/back/side yards)	\$250			x	\$2500
12	Minor Elevation Changes† (1-3 doors/windows is minor; 4 or more is considered major, may require DRC approval)	\$100	x	\$1000		
13	Pathway installations or change of materials (variances to set backs requires DRC approval)	\$100	x	\$1000		
14	Roofing Snow Stops	\$50	x	N/A		
15	Skylight or Solar Tube Installation	\$50	x	\$500		
16	Tree Removal Requests (\$0 for Risk Trees, Arborist Report Required)	\$50	x	N/A		
17	Trellis's/Pergolas - Added to home only	\$100	x	\$1000		
18	Water Features	\$50	x	\$500		
19	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						