



BROKEN TOP COMMUNITY ASSOCIATION

APPLICATION FOR LANDSCAPE PLAN REVIEW

Date: _____

Lot: _____

Property Owner(s): _____

BTCA Property Address: _____

Mailing Address: _____

Phone (daytime) _____ (mobile) _____

Primary Email: _____

Check One: Landscape Designer _____ **Contractor** _____

Name: _____

Telephone (office) _____ (mobile) _____

Address: _____

Email: _____

LCB/CCB License#: _____ Liability Insurance Carrier: _____

- I, the landscape designer / installer have received the drainage and grading plan from the builder of this project.
- I, the landscape designer / designer will submit a grading plan with the landscape plan.
- No new grading changes are proposed on the landscape plan. The grades submitted by the builder on the original grading and drainage plan will remain unchanged.
- Drainage calculations included (see template).

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.

Please refer to the Broken Top Design Review Requirements and Guidelines, Section 5, Landscape Applications to further assist you in completing this application. Contact the BTCA office for a copy of the Design Review Requirements and Guidelines or one can be emailed to you. If you have further questions, email us at: drc@brokentop.org or 541-318-3430 or visit our website to view the Design Review Requirements and Guidelines at <http://brokentop.org>.

Landscape Design and Planning Goals: The primary landscape planning and design goals for the Broken Top Community are: to achieve a diverse harmony of visible landscape designs while not distracting from the natural Broken Top setting of open Ponderosa Pine Forest; to enhance and encourage the preservation of the native High Desert plant community and the Central Oregon regional identity it creates; and to promote sustainable landscapes which conserve water, require fewer resources to maintain, and reduce the risks of excessive fire exposure. The results of this approach will achieve a special neighborhood identity in combination with objectives of sustainability, preservation and conservation.

General Landscape Design: Landscape design with the Broken Top Community shall promote interesting and varied, yet cohesive plantings that are harmonious with the predominately native open ponderosa pine forest backdrop. Retaining significant stands of native trees and plant communities is an essential step towards maintaining the inherent natural integrity and healthy sustainable ecosystem in the Broken Top Community. The introduction of non-invasive, native or non-native species compatible with the growing conditions and wildlife of Central Oregon is encouraged.

LANDSCAPE REVIEW REQUIREMENTS:

The Landscape application, landscape review fee(s), and all required documents as outlined below are to be submitted to the BTCA Administrative Office fourteen (14) days prior to the next regularly scheduled DRC meeting in order to be added to the agenda for that meeting.

- One (1) set of blueprint size plans no larger than 24" x 36" formatted to scale.
- One (1) set of reduced plans 11" x 17" formatted to scale.
- Electronic copy of drawings in PDF format, via e-mail or thumb drive.

Landscape Plan: Must show the following:

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
- Site plan with property lines, setbacks noted including deed-restricted lots with building and deck setbacks, existing home footprint. Property lines must be identified

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

- Location, size, type, quantity and species of **all** proposed plants (include a “clear” legend using legible lettering and defining symbols). Some attempt to blend with neighboring plantings is apparent. (See Appendix A of BTCA Design Review Requirements and Guidelines for plant material lists and plant sizes.)
- 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 when 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.
- Material samples for rock/pavers or cut sheets must be provided
- Indicate location, type and size of patios, decks, walkways, including trellises, pergolas, and play structures, built in BBQ, fire pits, outdoor heaters, water features and other permanent features. Cut sheets for any outdoor appliance must be submitted. Covered patios or extensions to home must be a separate design modification application.
- Indicate proposed grading and drainage (may be separate document—see Section 2.27 of the Design Review Requirements and Guidelines.
- Indicate type and location of proposed landscape lighting. Must meet DRC guidelines for low voltage and is effective primarily for safety and unobtrusive – see 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.
- Indicate location of “Address Marker” perpendicular to street
- Legend to be provided on Landscape Plan for retention on drainage & grading where pre-calculated
- Fire pit or built-in outdoor barbecue is shown on the Landscape Plan – see Sections 2.16.4 and 2.16.5 of the Design Review Requirements and Guidelines

Irrigation Plan:

Irrigation Planning: Each site must be efficiently irrigated with a properly hydrozoned automated sprinkler system which must meet the minimum “*WaterWise*” landscape criteria as set by the City of Bend’s “*WaterWise Program*”. (See the City of Bend website). Compliance is required for approval; however, a sprinkler plan need not be submitted.

Each Owner is responsible for maintaining a healthy and appealing landscape that incorporates water conservation technology and minimizes water use, waste and runoff. The BTCA strongly recommends the use of SMART irrigation controllers on all new sprinkler installations, and all modified landscapes (remodels). To this end, BTCA highly recommends the retaining of a qualified irrigation designer experienced in the design of efficient irrigation systems.

Landscapes must be installed by landscape contractors licensed in the State of Oregon. Furthermore, BTCA highly recommends employing licensed landscape contractors who also meet the criteria for *WaterWise Landscapers* as defined by the Oregon Landscape Contractor Association’s “*WaterWise Certification Program*”).

- A complete detailed irrigation plan is not required. However a statement regarding the proposed strategy used to conserve irrigation water is required. Final landscape plan to show collection system details or piping to proposed swales over impervious surfaces and gutters.
- SMART Controllers that meet the City of Bend Water Wise Program are recommended on all new landscape construction, including landscape remodels that expand or significantly alter an existing irrigation system.

Drainage and Grading Plan: Drainage and grading plan must be submitted with the landscape plan. The grading and drainage can be shown on the landscape plan or may be submitted with the landscape plan as a separate document. Both the landscape plan and grading and drainage plan shall refer to the other supporting document when submitted separately, be consistent in scale, format and information. All roof run-off and surface drainage shall be retained on site. The grading and drainage plan shall indicate the following:

Drainage Plan: (submit simultaneously with landscape plan)

- Location of gutters, downspouts, rain chains and roof-run off indicated.
- Dripline of roof is indicated with dashed line.
- Roof valleys are indicated.
- Area calculation of roof is indicated.
- Area calculation of driveway and any other impervious surfaces are indicated.
- Area calculation of pervious areas on the Owner's lot is indicated.
- Storm water storage calculations are included for both impervious and pervious areas – see Section 2.27 of the Design Review Regulations and Guidelines
- Drain rock filled storage provides 1/3 the storage volume of an equal unfilled area.
 - (Example: A square hole 3' long x 3' wide x 1' deep will hold 9 Cu. Ft. of storm water. The same hole when filled with drain rock will only hold 3 Cu. Ft. of storm water).
- A minimum 8 inch diameter HDPE or concrete pipe shall be installed (2.06.3)
- Arrows indicated positive slope away from foundation and slope of run-off.
- Proposed retention and erosion control is indicated.

Grading Plan (submit simultaneously with Landscape Plan):

- Topography of existing site and proposed grades are indicated with 1-foot contour intervals.
- Grades of finish floor, garage slab and exterior thresholds are indicated.
- Proposed exterior finish grades are indicated at the following locations:
 - Tree drip lines
 - Foundation vents
 - Top and bottom of Retaining Walls

Landscape Lighting Plan:

All driveway and landscape lighting must be shown on the Landscape Plan and submitted for DRC approval prior to installation. See Section 2.07 of the Design Review Requirements and Guidelines for details.

**COMPLETE LANDSCAPE AND IRRIGATION PLANS MUST BE REVIEWED
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.

LANDSCAPE APPLICATION PLAN SUBMITTAL REVIEW FEE

A non-refundable application fee of \$250 is payable at time of submittal. Checks should be made payable to BTCA or Broken Top Community Association.

If additional DRC meetings are required at the request of Owner to revise an already approved final landscape 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 an outside architect or landscape consultant.) These fees are non-refundable.

All construction, **including landscaping**, shall be completed **within fifteen (15) 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 from the DRC for an extension may result in a fine.**

Completion of landscape is required prior to refunding the construction deposit. When all construction and landscape is complete, a final walk through inspection is performed by the DRC. Providing construction is built to plan and landscape installed per plan without conditions or delays, the refundable construction deposit is released to Owner less any fines or charges for additional meetings.

HOMEOWNER AND BUILDER ACKNOWLEDGEMENT:

I have read all of the Broken Top Design Review Requirements and Guidelines for Custom Homes and agree to follow those guidelines completely throughout the landscaping process, and thereafter for any modifications that are made. If the Landscape Plan is part of new house construction, a final review of the home and landscape is required upon completion of the project. You must request, in writing, a final design review from the DRC Coordinator within ten (10) days of completion of your project. Upon successful completion of the final review, the balance of the \$5,000 deposit shall be returned to the Owner.

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

Homeowner

Date:

Contractor

Date:

Disclaimer: All contact between property owners, or their designated representatives, and the Design Review Committee (DRC) concerning any aspect of a home construction submittal must be directed to the BTCA Administrative Office. The appointed members of the DRC have been instructed to not discuss project submittals individually with project applicants outside of the regular scheduled DRC meetings and any such contact by an Owner, or their designated representatives, will be subject to fees and charges incurred by the Broken Top Community Association (BTCA).