SUBMITTAL FORM & APPLICATION
Sunriver Owners Association Design Committee
PO Box 3278, Sunriver, OR 97707

Procedures for Obtaining Committee Approval:
To avoid delays regarding your proposed project, the following instructions must be followed completely and your project submitted to the Community Development Office no later than noon, 15 days before the next scheduled meeting of the Design Committee. Meetings are generally held on the second and fourth Friday of each month.

A) Applicant shall complete all five pages of this form in its entirety.
B) Applicant shall prepare four sets of construction documents (maximum size 24” x 36”) required per Section 4.02 as outlined below in the checklist for documents.
C) Applicant shall pay design review fee and construction deposit (per Schedule “A” of the Rules).
D) Applicant shall stake and string the proposed new construction including property lines, decks, driveway and identify all trees proposed for removal prior to submittal. (Refer to Section 4.16).
E) Applicant shall verify solar compliance with Deschutes County prior to submittal to the Design Committee.
F) Applicant shall provide sub-association/landlord approval, if required

NOTE: Incomplete submittals will be deferred until complete.

CHECKLIST FOR DOCUMENTS REQUIRED FOR FINAL PLAN REVIEW

SITE PLAN
(See appendixes A & B for examples appropriate to the type of submittal.)

☐ Title block
☐ Minimum scale: 1" = 10' - 0"
☐ Building locations via dimensions (house, carport, garage, decks, porches, balconies, walks, drive, off-street parking spaces) and outline of adjacent homes and structures
☐ Line of proposed roof overhangs
☐ Property lines
☐ Direction of primary view
☐ Natural site topography
☐ Existing trees (4-inch d.b.h. or greater) including diameter, species and dripline
☐ Shrubs and other natural features, such as rock outcroppings accurately located
☐ Proposed removal of trees showing diameter, and species
☐ Outdoor heat pump or other mechanical equipment location
☐ Privacy screening and/or service yard
☐ Two can trash enclosure with gate and pathway to driveway
☐ Exterior lighting layout (include post light locations and details)
☐ North arrow
☐ Minimum setbacks and easements – side yards, front and rear (dotted lines)
☐ Dimensions of the common area surrounding the lot
☐ Construction staging and access areas
☐ Proposed ridgeline with height designation and finish floor elevations, measured from the existing grade at the midpoint of the building to the top of ridge
☐ Relative elevation at each property corner and mid-point of the proposed building must be noted
☐ Existing and final grade elevation at each building corner
☐ Location of all utility connection lines to structure
☐ Area tabulation (in lower right corner of site plan sheet) indicating: gross site area (s.f.); gross building coverage (s.f.) - "footprint" of house (refer to Section 2.07.4) and ratio (%) of said footprint to gross site area

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FLOOR PLANS
□ Title Block
□ Minimum Scale 1/4" = 1'- 0"
□ All exterior dimensions
□ Door and window openings and size
□ Walls, partitions and stairways
□ Decks, porches, balconies, privacy screens, hot tubs (spas), fences, and courtyards including materials and dimensions.
□ Electrical meter location (base must be recessed into wall)
□ Two can trash enclosure with gate
□ Type and location of outdoor heating and cooling units
□ Exterior lighting layout

CROSS SECTION
□ Title block
□ Minimum Scale 1/4" = 1'- 0"
□ Cross section through highest portion of building
□ Foundation materials
□ Exterior walls - materials, heights
□ Roof construction - materials and slope
□ Overall building height from the mid-point of the building footprint (include dimensions)

ELEVATIONS
□ Title block
□ Building elevations showing all walls
□ Minimum Scale: 1/4" = 1'- 0"
□ Door and window openings with material description

ALL exterior building features including:
□ Roof materials and slope
□ Siding material - type and size
□ Fireplaces and shrouds (note material & height)
□ Railings (note materials and height)
□ Trims & fascia (note material and sizes)
□ House number (located under light source)
□ Electric meter location (recessed in wall)
□ Exterior lighting (description)
□ Decks (height above grade of first floor deck)
□ Two can trash enclosure (with gate) - material and height
□ Skylights with material description
□ Screen fences - material, detail and height, and cross section
□ Wood support posts/beams - materials and size
□ Finish grade line and distance from finish floor level
□ Overall building height
□ Schedule or indication of all exterior material finishes
□ Location and dimension of hot tub (spa)
□ Garage door type
APPLICATION

Project Location: Lot __________ Block __________ Lane __________________________ Village __________________________

Application Date: __________________________

☐ Preliminary Submittal Meeting
 Date: __________________________

☐ Final Submittal Meeting
 Date: __________________________

REVIEW FEE (31300-61) __________________________

NEIGHBORHOOD NOTIFICATION FEE (31300-61) __________________________

CONSTRUCTION DEPOSIT (24090-00) __________________________

BUILDING PERMIT FEE (31400-61) __________________________

TOTAL __________________________

Property Owner(s): __________________________ Address: __________________________

E-mail: __________________________________ Telephone (____) __________

Architect/Designer: __________________________ Telephone (____) __________

Contractor: __________________________ Telephone (____) __________

E-mail: __________________________________

Type of Submittal: ☐ Single-Family residence ☐ Commercial ☐ Multi-Family ☐ Other

Brief Description of other: __________________________

When an owner wishes to construct a single or multi-family residence, or a commercial building, or other improvement requiring Design Committee approval an application is made to the Committee. Completion of the following pages will provide the Committee with the information necessary to review the proposed construction for compliance with the Rules of the Committee.

The Sunriver Design Committee and SROA Staff take no responsibility for architectural or engineering soundness of any project reviewed by the Committee nor does the Committee's review involve a determination of architectural or engineering soundness. No inspection performed by the SROA Compliance Inspector is in any way a structural inspection nor is it in lieu of inspections required by Deschutes County or the State of Oregon. All applicants are specifically advised to seek independent professional advice regarding architectural or engineering recommendations for their projects.

The Design Committee and SROA staff assumes no liability for encroachments into platted setbacks or onto easements or neighboring property. It is advisable to have a property survey done by either a licensed surveyor or engineer. The Compliance Inspector retains the right to require a foundation survey, at the owner's expense, on a lot or structure as he deems necessary.

Upon submittal of this application, Design Committee members, Consulting Architect and Staff will visit your property to better understand your submittal as contemplated by the Consolidated Plan of Sunriver and the Design Committee Rules. All inspections by the Design Committee members, Consulting Architect and Staff will be conducted in the two week period prior to the meeting, during daylight hours only and shall be confined to the exterior of the home and property being reviewed.

I/we have read the Rules and this submittal form and fully understand and agree with the Rules and the requirements of this construction submittal and the procedures for obtaining Committee approval.

NOTICE: I/we understand by submitting this plan/submittal package to SROA that we authorize the subsequent dissemination and display of any/all portions of said submittal for use by SROA. I/we additionally agree to hold SROA (its agents, directors, staff, and all volunteers) harmless with respect to any copyright declarations.

OWNERS’ SIGNATURES

SIGNATURE __________________________ PRINT NAME __________________________

SIGNATURE __________________________ PRINT NAME __________________________

DATE __________________________

2019/01
PROPERTY DESCRIPTION SHEET

MEETING DATE ________________

LOT: _____ BLOCK: _____ LANE: ____________________________ VILLAGE: ____________

☐ RESIDENCE ☐ ADDITION ☐ COMMERCIAL

LOT AREA: ________________ RIDGE HEIGHT: ________________

FOOT PRINT: ________________ ROOF PITCH(s): ________________

RATIO: ________________ EXISTING SQUARE FT: _______ NEW SQUARE FT: _______

# OF BED/SLEEPING AREAS: __________ TOTAL SQUARE FOOTAGE: __________

DOORS: Front Type: ________________ Color: ____________________________

Others Type: __________________________ Color: ____________________________

Garage Type: ________________ Color: ____________________________

WINDOWS: Wood Clad ☐ Anodized ☐ Vinyl ☐ Color: ____________________________

ROOF MATERIAL: Type: __________________________ Color: ____________________________

SIDING: Vertical Type: __________________________ Color: ____________________________

Horizontal Type: __________________________ Color: ____________________________

Other Type: __________________________ Color: ____________________________

TRIM*: Type: __________________________ Color: ____________________________

*Unless noted otherwise trim color shall be restricted to fascia only.

TRUSS: Type: __________________________ Color: ____________________________

POSTS: Type: __________________________ Color: ____________________________

BEAMS: Type: __________________________ Color: ____________________________

DECKS/RAILINGS: Type: __________________________ Color: ____________________________

STONE WORK: Type: __________________________ Color: ____________________________

DRIVEWAY: Type: __________________________ Color: ____________________________

PATHWAYS Type: __________________________ Color: ____________________________

LANDSCAPING INCLUDED: Yes ☐ No ☐

COMMENTS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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DEMOLITION SUMMARY

Please answer all applicable questions below relative to the proposed project. Failure to complete this section of the application may result in a deferral of the overall proposal. Attach additional sheets as needed.

LOT: _______ BLOCK: _______ LANE: ________________________________

DATE: __________________________

1. Proposed demolition is in conjunction with a proposed construction project?
   Yes ___
   No ___

2. Demolition for this project is proposed as:
   Full ___
   Partial ___

3. Will demolition include removal of concrete stem walls, slabs and footings?
   Yes ___
   No ___

4. What methods for demolition and debris removal will be used (Please specify any heavy machinery to be used, "Burn to Learn," construction debris containers, etc.):

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

5. For projects consisting of demolition only, please outline methods for restoration of the lot:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

6. List any additional information relevant to the demolition work proposed:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

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