

SUBMITTAL FORM AND APPLICATION
(For New Home Construction)

Received by: _____ Date: _____ Time: _____

Property Owner: _____

Mailing Address: _____

Telephone: _____ Email: _____

Contractor: _____ Telephone: _____ Email: _____

Contractor Mailing Address: _____

Phase #: _____ Lot #: _____ Eagle Crest Property Address: _____

Square footage of new home _____ Deed Restricted Lot? Yes No (See Section 3.01.07.6)

The Architectural Review Committee, as provided for in The Ridge at Eagle Crest Owners Association Declaration of Protective Covenants, Conditions, Restrictions and Easements, exists at The Ridge at Eagle Crest to maintain high standards for design development and appropriate use of homes and property. When an owner wishes to a new home, application is to be made to the Committee by using this form. Completion of the following pages will provide the Committee with the information necessary to review the proposed construction for compliance with the Policies and Guidelines. The Architectural Review Committee representative can be contacted for information and assistance.

**PROCEDURE FOR OBTAINING
 ARCHITECTURAL REVIEW COMMITTEE APPROVAL**

1. Complete and submit the appropriate applications and forms. Notice of action taken by the Committee will be mailed to applicants as soon as possible. Applicants must respond to the Committee in writing following receipt of the concerns of the Committee.
2. Submittal of one set of construction documents as outlined on the following pages (this set will be kept in the ARC office). Plans must include site plan, elevations, topographical maps, and survey if necessary.
3. Signed copy of and **receipt of payment** for the Application for Utility Services from Oregon Water Utilities – Cline Butte. Please contact Brett Limbeck, OWU Field Superintendent at 541-504-2305 for more information.
4. Payments required prior to ARC review include:

NEW HOME CONSTRUCTION		
SUBMITTAL REQUIREMENTS	FEE	DEPOSIT ALLOWANCE
ARC Application	\$2,050	NONE
ARC Compliance Deposit:	\$2,500	The compliance deposit may be refunded upon satisfactory completion of construction and landscaping as approved.
Total ARC Payments Due:	\$4,550	A total payment to the ARC is required for new homes

Pavement Damage Assessment (new home construction)	\$750	NONE – Please write a separate check for this fee, payable to RECOA
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MAKE ALL CHECKS PAYABLE TO: The Ridge at Eagle Crest Owners Association (“RECOA”)

ITEMS TO REMEMBER:

1. Architectural Review Committee approval is valid for one year for new homes. If construction has not begun in that time, a new application must be made with an additional deposit required.
2. All proposed exterior construction on your lot must be completed within nine (9) months of written approval from the ARC.
3. All landscaping must be completed within nine (9) months of completion of the exterior of the home.
4. The Architectural Review Committee assumes no liability for encroachments into platted setbacks, solar setbacks or onto easements or neighboring property. Be sure to check the plat of your lot and property lines to avoid encroachments and trespass. If pins cannot be located, a survey must be conducted to locate property lines.

All applicants are required to submit one set of building plans and one detailed site plan. Due to the detailed information required for the site plan and the on-site building stakeout/string line requirements, the ARC advises the applicant to have a professional surveyor prepare the site plan and place the stakes and string lines.

The following is a list of items which must be included in Architectural Review Committee submittals and will be considered by the Architectural Review Committee prior to approval of proposed construction.

CHECKLIST - Please check off each item included.

A. SITE PLAN *Section 3.02*

- Check 1. Title Block: *Section 3.02.01*
2. Scale: 1” = 10’ *Section 3.02.02*
3. Property Lines dimensioned from pin to pin *Section 3.02.03*
4. Setbacks and Easements shown as dashed lines and labeled *Section 3.02.04*
5. Building Envelope, or “No Build” zone (if any) *Section 3.02.05*
6. Building Locations and Building Projection Locations *Section 3.02.06*
7. Utilities *Section 3.02.07*
8. Trees, Shrubs and Natural Features *Section 3.02.08*
9. Area Tabulation (in lower right corner of Site Plan) *Section 3.02.09*
10. Topography (existing and proposed changes) *Section 3.02.10*
11. Driveways, Pathways, Parking Areas *Section 3.02.11*
12. Privacy Screens and Fences *Section 3.02.12*
13. Construction Staging and Temporary Structures *Section 3.02.13*
14. North Arrow

B. SITE LAYOUT: *Section 3.03*

- Check: 1. Property Lines: pins located, lines strung with surveyor’s tape
2. String Layout of Building Perimeter; including garage, decks, driveway and other parking

- _____3. Trees and Shrubs proposed for removal *Section 3.03*
- _____4. No Build Zones (if any), must be strung
- _____5. Adjacent Property Protection *Section 3.03.02*

C. ELEVATIONS: To be drawn with actual grade reflected in elevation. *Section 4.02.01*

- Check: _____1. Scale: All sides of the home shown at a minimum Scale: 1/4" = 1'
- _____2. Door and window openings- show grids if applicable
- _____3. Exterior building features (roofing, siding, fireplace chimneys and vents, railings, trim, foundation, masonry, heat pump and propane shrouds, etc.)
- _____4. Location of all exterior light fixtures
- _____5. Note the types of all exterior materials and finishes to be used (note lap exposure for lap siding)
- _____6. IMPORTANT - show the proposed structure's plate heights and ridge heights from finish grade
- _____7. Elevations drawn with respect to the finish grade
- _____8. No reverse plans will be accepted
- _____9. Building Height, measured from grade to highest point: _____ (ft/in)

D. FLOOR PLANS *Section 4.02.02*

- Check _____1. Scale: 1/4" = 1'- note on plan
- _____2. Square footage of each floor and total square footage of the home
- _____3. Dimensions of all interior and exterior walls
- _____4. Location and sizes of all windows, doors and openings
- _____5. Locations of decks, patios, porches and privacy screens
- _____6. Label all rooms (Dining, Bedroom, Kitchen, etc.)

E. PERSPECTIVE DRAWINGS *Section 4.02.03*

- _____1. Check if included in submittal

F. EXTERIOR PAINT SCHEDULE *Section 4.02.05.1*

- Check _____1. Minimum Scale: 1" = 20'
- _____2. Title Block- same as Site Plan Title Block
- _____3. Location of all exterior colors.
- _____4. Submitted with paint samples.

G. SAMPLES *Section 4.02.06*

- Check _____1. Owner Name
- _____2. Owner Phone Number
- _____3. Phase and Lot Numbers
- _____4. Color Number, Style Number, Model Number, or Fixture Number (where applicable)
- _____5. Type of finish (Brushed Nickel, Copper, Satin, Clear, etc.)

_____6. Where product will be used or installed on the home

H. LANDSCAPING PLAN *Section 5.02*

- Check _____1. Title Block and Scale *Section 5.02.01*
- _____2. Existing Trees *Section 5.02.02*
- _____3. Grade Changes *Section 5.02.03*
- _____4. Walkway and Bed Materials *Section 5.02.04*
- _____5. Plant Materials *Section 5.02.06*
- _____6. Scarred Areas *Section 5.02.07*
- _____7. Landscape Lighting *Section 5.02.08*
- _____8. Turf *Section 5.02.10*
- _____9. Irrigation System Plan- on a separate sheet *Section 5.03*
- _____10. Drainage Plan *Section 3.01.08*
- _____11. Lot Elevations:
 Low elevation point: _____
 High elevation point: _____
 Total elevation change: _____
 Distance between points: _____

I. OWU APPLICATION FORM AND PROOF OF PAYMENT

J. OUTLINE OF SPECIFICATIONS & PROCEDURES TO BE USED IN CONSTRUCTION:

1. **Provisions for construction period:**
 - a. Temporary structures (what and where):

 - b. Location of staging and material storage areas:

 - c. Measures to be taken to protect topography, native areas and neighboring property from damage:

2. **Site work:**
 - a. Walkways and driveway (material):

3. **Foundation:**
 - a. Type and material:

4. **Exterior masonry:** (samples to be submitted if used)*
 - a. Type and location:

5. **Exterior metals:** (must be painted)*
 - a. Type and location:

6. **Exterior wood:** (samples may be requested)*
 - a. Siding description; note exposure width at laps if a lap siding is used, etc.:

b. Trim description:

c. Exposed framing description and location:

7. **Roof construction:***

a. Roofing materials: colors and samples to be submitted

Pitch: _____ Brand/Color/Style: _____

b. Flashing/Roof Metals: (materials and type - must be colored or painted to blend with roof)

Locations : _____

c. Skylights: type and color of glazing to be used

8. **Exterior openings:***

a. **Doors:** materials and finish

Type: _____ Color: _____

b. **Windows:** materials and finish

Type: _____ Color: _____

9. **Exterior painting and staining:*** submit color samples on 8 1/2" x 11" paper or cardboard

a. **Siding:**

Type: _____ Color: _____

b. **Siding:**

Type: _____ Color: _____

c. **Trim Paint:**

Type: _____ Color: _____

d. **Accent Colors:** such as front door, shutters, etc.

Location(s): _____ Color: _____

e. **Metals:**

Type: _____ Color: _____

10. **Heating/Cooling System:** includes type, location and if specifying the use of solar or other exterior equipment, including heat pumps, please indicate :

Screening Material:

Type: _____ Color: _____

11. **Garage overhead door** - design to be shown on plan or submit catalogue cut:

Type: _____ Color: _____

***Deferred Submittals:** Exterior finishes (items J4 – J9) may be deferred up to 60 days past application submittal, however, ARC has the authority to enforce the removal and replacement of any installed element that has not been expressly approved by the ARC.

OWNER CONSTRUCTION AGREEMENT
(FOR NEW CONSTRUCTION)

As a property owner at the Ridge at Eagle Crest, I/we have read and will conform to the current Policies and Guidelines established by the Ridge at Eagle Crest Owners Association Architectural Review Committee (“ARC”), including but not limited to section 6.0; Construction, subsection 6.01.02; Contractor Conduct, and the submittal form and application. I/we fully understand the requirements of this submittal.

Any change in the exterior from an approved submittal must be resubmitted to the ARC for approval.

I/We assume full responsibility for the location of the property lines of my/our lot and will locate all pins or conduct a survey to confirm the correct property lines. In addition, I/we are aware of the building contractor regulations set by The Ridge at Eagle Crest Owners Association and the sign policies set forth in the ARC Policies and Guidelines and agree to inform the contractor of these regulations and policies and to abide by these policies. I/We assume full responsibility for any and all damage by the contractor to adjacent lots, common area, or my/our property during the construction of my home, including unauthorized or accidental tree/shrub removal or damage.

DATE: _____ Phase # _____ Lot # _____

Eagle Crest Property Address: _____

OWNERS SIGNATURES: (Signatures of all owners required)

Print Owner Name

Owner Signature

Print Owner Name

Owner Signature

----- For Office Use Only -----

Date Received: _____ Submitted by: _____ Received by: _____

BUILDERS AGREEMENT

I have read, fully understand and will conform to the current Policies and Guidelines established by the Ridge at Eagle Crest Owners Association Architectural Review Committee (“ARC”), in connection with all construction work performed by me and my subcontractors on Phase No. _____, Lot No._____.

I am aware of the building contractor regulations set by The Ridge at Eagle Crest Owners Association, (see section 6.0; Construction, subsection 6.01.02; Contractors Conduct, and the sign policy set forth in the ARC Policies and Guidelines) and agree to abide by these policies. I understand fines may be assessed against me and/or the lot owner for violation of these Policies and Guidelines by the Association or ARC.

DATE: _____ Phase # _____ Lot # _____

Eagle Crest Property Address: _____

BUILDER SIGNATURE:

Print Builder Name

Builder Signature

Mailing Address: _____

Phone: _____ Email: _____

----- For Office Use Only -----

Date Received: _____ Submitted by: _____ Received by: _____

LOT DRAINAGE ACKNOWLEDGEMENT

As a property owner at the Ridge at Eagle Crest, I/we have read and will conform to the current Policies and Guidelines established by the Ridge at Eagle Crest Owners Association Architectural Review Committee (“ARC”), including but not limited to sections 3.01.08 & 5.02.04. I/we fully understand the requirements of this submittal.

Each homeowner is responsible for managing drainage through their property in ways that reduce potential for impacts on neighboring properties.

- I/We assume full responsibility for the drainage on and through our property and fully understand that, at the discretion of the ARC, I/We may be required to employ the services of a qualified engineer or hydrologist at our expense.
- I/We assume full responsibility for the installation of storm water control facilities to contain onsite storm water from all impervious surfaces.
- I/We accept the burden of and agree not to alter or interfere with any established drainage channels that may exist upon our lot.

DATE: _____ Phase # _____ Lot # _____

Eagle Crest Property Address: _____

OWNERS SIGNATURES: (Signatures of all owners required)

Print Owner Name

Owner Signature

Print Owner Name

Owner Signature

----- For Office Use Only -----

Date Received: _____ Submitted by: _____ Received by: _____

TREE AND SHRUB REMOVAL PERMIT

To establish and preserve a harmonious relationship between the existing natural landscape and proposed improvements, a tree and shrub removal permit is required for trees with a trunk diameter greater than 6" measured at 12" above grade or shrubs over 3' in height.

Property Owner: _____

Mailing Address: _____

Phone: _____ Email: _____

Phase #: _____ Lot #: _____ Eagle Crest Property Address: _____

Number of trees to be removed: _____ Number of shrubs to be removed: _____

Owner's signature: _____ Date: _____

1. Provide a site plan, 1"=20', that shows the existing trees with a trunk diameter greater than 6" measured at 12" above grade and shrubs over 3' in height denoting which ones are proposed for removal.
2. Flag all items proposed to be removed with colored tape - ***No paint***

Note: From *Section 8.02 Tree and Shrub Alterations*

8.02.01 Removal of Highly Flammable Trees and Shrubs: To create defensible space in the event of wildfire, owners must remove any highly flammable tree or shrub within 15 feet of a building envelope, including decks and enclosures, without ARC approval.

8.02.02 Removal of Other Trees and Shrubs: ARC approval is not required to remove any other tree with a trunk diameter less than 6 inches measured 12 inches above grade or shrubs measuring less than 3 feet in height.

----- For Office Use Only -----

Date Received: _____ Submitted by: _____ Received by: _____

Conditions of approval: _____

ADDRESS SIGN ORDER FORM

Homeowner : _____ Date: _____

Property Address (*Please, print clearly!*): _____

Phase #: _____ Lot #: _____

Person to contact when the sign is ready: _____

Phone: _____ Email: _____

Owner or Builder's signature: _____ Date: _____

Please fax or mail this form to Dana Signs:

Office: 541-548-7226
Fax: 541-548-5312
Mail: 615 SW Umatilla Ave
Redmond, OR 97756

**Allow 10 working days for the
completion of the address sign.**

ADJACENT LOT ACCESS PERMIT/BUILDERS AGREEMENT
(For New & Remodel Construction)

As a builder at The Ridge at Eagle Crest I am requesting permission to cross onto an adjacent lot, Lot No. _____, for access to the construction site at Lot _____. I/We have read and will conform to the current Architectural Review Committee Policies and Guidelines and fully understand the requirements of this submittal.

Enclosed is the deposit of \$750.00, which \$700.00 may be refunded when all damaged areas have been reclaimed and an inspection by a representative of the Architectural Review Committee approves the reclamation. Failure to complete the reclaimed areas before calling for a 2nd inspection will be charged \$50.00 per each re-inspection or deducted from the deposit monies.

DATE: _____ Phase # _____ Lot # _____

Eagle Crest Property Address: _____

OWNER SIGNATURES: (Signatures of the builder, adjacent owner and ARC are required)

Print Builder Name & Company Name

Builder Signature & Date

Print Adjacent Owner Name

Adjacent Owner Signature & Date

Print ARC Name

ARC Signature & Date

----- For Office Use Only -----

Date Received: _____ Submitted by: _____ Received by: _____

INSPECTION REQUEST AND COMPLIANCE DEPOSIT REQUEST FORM

Homeowner: _____ Date: _____

Phone: _____ Email: _____

Phase #: _____ Lot #: _____ Eagle Crest Property Address: _____

Date of ARC Approval: _____ Date of Certificate of Occupancy: _____

Check the appropriate box for the deposit you are requesting:

- Exterior Completion Inspection/\$1500 Deposit *
- Final Inspection/ \$1000 Deposit
- Exterior Alteration/Remodel Inspection/ \$200 Deposit
- Adjoining Lot Access/\$700

Make Check Payable to: _____

Mailing Address: _____

Homesite Owner Signature: _____

Attach a copy of the **Certificate of Occupancy (New Construction only)*

Please return to the ARC:

c/o Eagle Crest Management

P.O. Box 1215

Redmond, OR 97756

Email: arc@ridgeowners.org

Fax: 541-504-4351

Phone: 541-548-9300

----- For Office Use Only -----

Date Received: _____ Submitted by: _____ Received by: _____