



**BROKEN TOP COMMUNITY ASSOCIATION**

**APPLICATION FOR DESIGN REVIEW**

Date: \_\_\_\_\_ Expected Construction  
Commencement Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Expected Construction  
Completion Date: \_\_\_\_\_

**Property Owner(s) Name:** \_\_\_\_\_

BTCA Property Address: \_\_\_\_\_

Owner(s) Mailing Address: \_\_\_\_\_

Telephone (daytime) \_\_\_\_\_ (mobile) \_\_\_\_\_

Owner Primary Email: \_\_\_\_\_

**Architect/Designer:** \_\_\_\_\_

Telephone (office) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

**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.**

**Design Review Fees:**

A **design review fee of \$2,500.00** is required at time of application. Design Review fees are to be made payable to BTCA **and are non-refundable.**

Once this application and construction summary, design review fees, and all of the documents as outlined in the Design Review Requirements and Guidelines are submitted, there will be a fourteen (14) day notification period. **Please contact the Administrative office with any questions.**

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.

**Refundable Construction Deposit:**

A **refundable construction deposit of \$5,000.00** is required at time of application. Make check payable to BTCA or Broken Top Community Association.

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 the applicant. (Example, if plans need review by outside architect or landscape consultant.) These fees are non-refundable.

Completion of construction is required prior to refunding the construction deposit. When all construction and landscaping is complete, a final walkthrough 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 the Owner less any fines or charges for additional meetings.

**A separate Landscape Application is required for all new construction. The Application fee is \$250.00 non-refundable.**

**IMPORTANT**

**Please read all of the Design Review Requirements and Guidelines carefully prior to submittal. When completing this application for submittal make sure all section check lists and / or questions are answered. Incomplete Applications will be returned.**

## **OVERVIEW**

The requirements in the following sections must be met for this application to be complete for submittal to the Design Review Committee for review. More detailed information can be found in the **Broken Top Design Review Requirements and Guidelines** to assist you in completing this application.

## **SECTION 1- PRELIMINARY DESIGN REVIEW REQUIREMENTS:**

The DRC application, the \$2,500.00 application fee (non-refundable) and the \$5,000.00 refundable deposit 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 smaller than 24" x 36" (typical) and formatted to scale.
- Electronic copy of drawings in PDF format via e-mail or thumb drive.
- Site Plan (Must include any roadway islands, required setbacks, location and sizes of existing trees, location and sizes of trees to be removed, natural rock outcroppings, location of adjacent homes, and placement of culvert under the driveway – see Section 3.03.1 of the Design Review Requirements and Guidelines).
- Floor Plan (including all exterior dimensions, room designations – see Section 3.03.2 of the Design Review Requirements and Guidelines)
- Building Elevations (including dimensions which indicate overhangs, building heights, grades around building, deck/railing heights, plus type of materials to be used on residence – see Section 3.03.3 of the Design Review Requirements and Guidelines)
- A conceptual drawing of the entire project, including conceptual landscape, is required to help establish the intent of the application.
- Building sections as required, adequately describing the structure.
- Exterior Material/Color Sample Board – see Section 3.03.5 of the Design Review Requirements and Guidelines
- Grading, drainage erosion control plans, including repair of road shoulder and or drainage ditch.

## **SECTION 2 – DRAINAGE AND GRADING PLAN REQUIREMENTS:**

Drainage and grading plan must be submitted with Preliminary, Final and Landscape Plan submittals. The drainage and grading plan must 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:

- Topography of existing site and proposed grades are indicated using 1 foot contour intervals.
- Grades are indicated 5 feet over into neighboring sites.
- Proposed finish floor elevations of garage slab, and exterior thresholds are indicated.
- Proposed finish elevations of landscapes (patios, steps, walkways, decks)
- Existing trunk base elevations of trees to be preserved.
- Area calculation of driveway and any other imperious surfaces are indicated.
- Proposed gutter and downspouts, rain chains and roof-runoff are indicated.
- Drip line of roof is indicated with dash line.
- Proposed location, size, depth and type of on-site surface drainage retention and erosion control are indicated, including overflow areas.
- Calculation of storage volume of roof and surface run-off indicated, with roof valleys indicated, and calculation of storage volume of run-off from pervious areas – see Section 2.27 of the Design Review Requirements and Guidelines.
- Drain rock filled storage provides 1/3 the storage volume of an equal unfilled area. (e.g., A square hole 3 ft. long x 3' wide x 1' deep will hold 9 cu. feet of storm water. The same hole when filled with drain rock will only hold 3 cu. feet of storm water).
- Proposed berm locations and dimension with highest point indicated
- Proposed exterior finish grades are indicated at the following locations:
  - Tree drip lines
  - Foundation vents
  - Top and Bottom of Retaining Walls
- Copy of Drainage and Grading Plan to be provided to Landscape Designer / Installer prior to final approval of landscape plan.

**Final landscape and irrigation plans must be approved by the DRC prior to installation (See DRC Coordinator for Application for Landscape Plan Review.)**

### **SECTION 3 – EXTERIOR MATERIAL / SAMPLE COLOR BOARD:**

The sample color board must be delivered to the BTCA 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 BTCA office for reference until completion of project and Final Inspection Release is granted.

**SECTION 4 – COMMENCEMENT OF CONSTRUCTION:**

The Broken Top DRC will review the final plans and, if the submittal is in compliance with the Design Guidelines and is a logical and direct development of the approved preliminary plans, grant approval for the commencement of construction. No construction or excavation shall begin without this written 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 Design Review Committee, the owner shall commence construction of the improvements within **twelve (12) months from the date of such approval or any approval given shall be deemed withdrawn.** Preliminary approval does not constitute approval to commence construction without written permission from the Design Review Committee.

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 for an extension may result in a fine.**

**SECTION 5 – SITE PLANNING:**

1. What percentage of the area of the lot is included within the building envelope? (Including all atria or walled interior space; hardscape and fenced areas – see Section 2.14 of the Design Review Requirements and Guidelines) \_\_\_\_\_
2. Gross square footage of living space: \_\_\_\_\_
3. Gross square footage of garage: \_\_\_\_\_
4. Height of highest point of building: \_\_\_\_\_
5. Are there any encroachments of the building, the rooflines, eaves, driveway or parking areas, decks, or screening walls, over any required minimum setback? \_\_\_
  - a. If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you plan to bring in any fill material, or remove material from the site?
  - a. If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Are any trees over 12" in diameter or 30' in height to be removed and are they located correctly on the site plan? \_\_\_\_\_
  - a. If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 6 – DRIVEWAYS AND WALKWAYS:**

1. Width of access drive at road interface is \_\_\_\_\_ feet.
2. Does it cross a BTCA asphalt pathway? \_\_\_\_\_
3. Paving material for access drive: \_\_\_\_\_
4. Color of paving material: \_\_\_\_\_
5. Where will parking for two guest cars on paved surface be located and is it denoted on the site plan? \_\_\_\_\_
6. Number of bays in garage: \_\_\_\_\_
7. Describe material and color for paths, steps, patios, decks and any paved areas other than access drive: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 7 – DRAINAGE:**

1. All run-offs from impervious surfaces, including but not limited to roofs, patios, and driveways, and pervious surfaces, including but not limited to grass, mulched areas and native landscape on Owner's property, shall be collected and conveyed to a swale or subsurface drainage retention system on the lot (see Section 2.27 of the Design Review Requirements and Guidelines). The collection system may include gutters, surface swales, or buried drain lines. Subsurface drainage dispersal may be accomplished with a dry well, bio-bags, silt fence, gravel water bars or similar facilities. The Owner shall be responsible for installing and ensuring that the drainage system maintains adequate capacity. Please describe the proposed drainage plan:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 8 – UTILITIES:**

1. Where will the power and gas meter panels be located? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(PLEASE NOTE: Indicate on site plan.)*

**SECTION 9 – FENCES:**

1. Are any enclosure fences or screening walls proposed? If so, describe in detail the location, height, material, color and construction of each: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(PLEASE NOTE: Fence height is a maximum of 6' from finished grade)*

**SECTION 10 – HEATING, COOLING AND VENTILATING EQUIPMENT:**

1. If there is any exterior heating, ventilating or cooling equipment? \_\_\_\_\_  
2. Is it located on the site plan? \_\_\_\_\_  
3. Describe how it is to be screened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 11 – HOT TUBS AND SPAS:**

1. If a hot tub or spa is planned, please describe the location and method of screening: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 12 – TERRACES AND DECKS:**

1. Describe the material, color and construction of skirting for any deck, which is more than 30" above finished grade and does not over hang the living space:

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**SECTION 13 – ARCHITECTURAL DESIGN:**

1. Are you aware of any home in the Broken Top Community with an exterior, which is a duplicate of the proposed plan? \_\_\_\_\_
  - a. If so, what is the lot location: \_\_\_\_\_  
\_\_\_\_\_

**Exterior Materials (Detail to be provided below and to be submitted on a separate sheet corresponding to the color sample board):**

1. Siding materials and application: \_\_\_\_\_
2. Base or mud board materials and color: \_\_\_\_\_
3. Siding finish type and color: \_\_\_\_\_
4. Trim materials and application: \_\_\_\_\_
5. Trim & fascia paint type and color: \_\_\_\_\_
6. Roofing materials and application: \_\_\_\_\_
7. Masonry materials and application: \_\_\_\_\_
8. Is any stucco or Dryvit to be used? \_\_\_\_\_
  - a. If yes, please describe the application: \_\_\_\_\_  
\_\_\_\_\_
9. Front doors: Materials, colors, and design: \_\_\_\_\_
10. Other exterior doors: Materials, colors, and design: \_\_\_\_\_  
\_\_\_\_\_
11. Windows and skylights: Location, materials, colors, and design: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chimneys and building projections:**

1. Describe chimney spark arrest: \_\_\_\_\_
2. Describe material and color for all building projections including chimney flues, vents, flashing, louvers, gutters, downspouts, and utility boxes: \_\_\_\_\_



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**Exterior Lighting:**

1. Describe any exterior lighting to be located on the building exterior including soffit lighting (a picture or catalogue cut must be submitted for all exterior lighting fixtures): \_\_\_\_\_
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**Please refer to Section 2.07 of the Design Review Requirements and Guidelines for Exterior and Site Lighting.**

**SECTION 14 – 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 or 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. An approved trash receptacle shall remain on-site at all times, located near the street and outside the setbacks.
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 construction of the home 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.  
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 the applicant.
5. It is a requirement of the Broken Top Design Review Requirements and Guidelines for Custom Homes that all completed homes in Broken Top are to have an address marker placed in front of their home. The address marker is of the same materials, and appearance of all homes in the community.

BTCA has preferred vendors who will repair, replace and re-paint the sign according to approved specifications. Please see below for vendor contact information:

**Bill Hull**  
541-420-7345  
[whhullco@gmail.com](mailto:whhullco@gmail.com)

**Michael Bailey Painting**  
541-617-1718  
[mikebaileypaint@bendbroadband.com](mailto:mikebaileypaint@bendbroadband.com)

**Dale Luoma Painting & Design**  
541-977-3253  
[dale@luomapainting.com](mailto:dale@luomapainting.com)

**For additional information or 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](mailto:drc@brokentop.org) or 541.318.3430

**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 construction process, and thereafter for any modifications that are made to the home. A final review of the home is required upon completion of the project. You must request, in writing, a final design review from the DRC Coordinator within 10 days of completion of your home. Upon successful completion of the final review, the balance of the \$5,000.00 deposit shall be returned to the homeowner.***

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 a homeowner, or their designated representatives, will be subject to fees and charges incurred by the Broken Top Community Association (BTCA).***