

Date Received: _____



**ARCHITECTURAL REVIEW COMMITTEE
COMMERCIAL SUBMITTAL FORM AND APPLICATION**

Property Owner(s) or Contact Person

Current Address _____

_____ Phone _____

Building Style _____

Architect/Designer _____

Address _____

_____ Phone _____

Contractor/Builder _____

Address _____

_____ Phone _____

Lot Number _____

Bldg. Square Footage _____ Square Footage Accessory Bldg. _____

The Architectural Review Committee (ARC), as provided for in the Master Declaration, exists for the purpose of maintaining high standards in design development and overseeing appropriate building and property use in TimberMill Shores. When an owner wishes to construct a building or to alter/remodel an existing building, an application shall be made to the ARC by using this form. Completion of the following pages will provide the ARC with the information necessary to review the proposed construction for compliance with the Declarations of Covenants, Conditions and Restrictions. The ARC may be contacted at (541) 884-3177 for additional information and assistance.

**PROCEDURE FOR OBTAINING
ARCHITECTURAL REVIEW COMMITTEE APPROVAL**

REVIEW PROCESS

Submit this completed application form, a copy of the site plan, exterior elevations, floor plan(s), any pertinent details and required fees and color board of exterior elements for review to the ARC at PO Box 257 Klamath Falls, Oregon 97601 at least two weeks prior to the next ARC meeting. Call (541) 884-3177 to confirm scheduled ARC meetings.

- A. Notice of action taken by the ARC will be mailed to applicants as soon as possible. After receiving the ARC review letter, owner(s) or agent(s) of the owner(s) must respond in writing to the ARC within 10 days of the date of the review letter and may not begin construction until the ARC receives the written response and acknowledged final approval.
- B. Submit one set of construction documents as outlined on the following pages. Additionally, please provide a reduced set of all exterior elevations and floor plan (8.5 X 11). Plans must include all exterior elevations of the building, floor plans and a site plan. Remember to include all easements and all other pertinent information.
- C. Submit the Architectural Review Committee application fee to TimberMill Shores Inc. in the amount equal to \$1/sf of proposed building area, which includes all floors for multi-story buildings with a maximum fee of \$10,000 and a minimum fee of \$2,500. A \$1,500 administration fee will be retained with the balance being refunded to the lot purchaser or applicant upon successful completion of the project and any punch-listed items identified as a result of the ARC's final inspection. The ARC will reserve the right to make partial refunds in cases where non-compliant issues have not been addressed by the owner
- D. Submit the color application form attached, showing all exterior materials and colors required for review. It may be submitted with your original final submittal, or at a later date. The color submittal is required so that all exterior elements are viewed together. Paint colors may require on-site review.

ITEMS TO REMEMBER

- A. ARC approval is valid for one year from the date of the ARC approval letter for new construction and six months for remodeling. If construction has not begun during that time, a new application fee is required. If construction of a building has not begun within one year of an Architectural Review Committee approval, all but \$1,500 of the original fee will be refunded \$1,500 will be refunded.
- B. All construction on your building must be completed within one year from the date construction is begun.
- C. All landscaping must be completed within six months of completion of the exterior of the building, or by occupancy. In the event building completion or occupancy takes place during the winter months the landscaping must be completed by the end of the following spring planting season.
- D. ARC assumes no liability for encroachments into platted setbacks, solar setbacks, easements, or neighboring property. Be sure to check the plat map of your lot and its property lines to avoid encroachments and trespass.
- E. All checks written for the application fee should be made payable to TimberMill Shores.
- F. A color board, showing collectively, the exterior elements required for review and approval.

**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT
FOR NEW CONSTRUCTION**

I/We have read and understand the current TimberMill Shores Covenants, Conditions & Restrictions and Submittal Form & Application.

Enclosed is the ARC Application Fee, of which all but \$1,500 may be refunded upon a satisfactory final inspection of the exterior of the building and landscaping by a representative of the ARC.

I/We understand that any change(s) to the exterior of the building from the original, approved submittal must be submitted to the ARC for review and approval before the change may be made.

I/We assume responsibility for any and all damages by the contractor/builder and his agents and subcontractors and their agents to adjacent property and/or to my/our property.

SIGNATURES (all owners' signatures required)

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Legal Description Of Property:

Lot _____ District _____

Street Address Of Property:

**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT
FOR ADDITIONS AND REMODELS**

I/We have read and understand the current TimberMill Shores Covenants, Conditions & Restrictions and Submittal Form & Application.

Enclosed is the ARC Application Fee, of which all but \$500 may be refunded upon a satisfactory final inspection of the exterior of the building and landscaping by a representative of the ARC.

I/We understand that any change(s) to the exterior of the building from the original, approved submittal must be submitted to the ARC for review and approval before the change may be made.

I/We assume responsibility for any and all damages by the contractor/builder and his agents and subcontractors and their agents to adjacent property and/or to my/our property.

SIGNATURES (all owners' signatures required)

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Legal Description Of Property:

Lot _____ District _____

Street Address Of Property:

Application Item Check List

The following is a list of items that must be included and completed with all Architectural Review Committee (ARC) submittals. The ARC will review these items prior to granting final approval for any construction. Please initial all items you have completed for this application package:

A. SITE PLAN

Initials	Requirements
1.	Drawing scale: 1" = 10' or scaled to fit on standard plan sizes.
2.	Building footprint, driveway and roof plan, including overhangs.
3.	Property lines, setbacks, and easements (if any).
4.	Existing tree and rock outcropping locations. (Trees or rock outcroppings which are proposed for removal must be clearly designated as such on the plan.)
5.	Grading plan showing existing contours of site slope and proposed contour changes, both at 1' intervals (retaining walls, if any, must be accurately reflected on the grading plan).
6.	All utility stub locations.
7.	Exterior lighting plan (include catalog cutsheets).
8.	North arrow.
9.	Construction staging and access areas and temporary structure locations designated on plan.
10.	Utility, trash/recycling/storage yards, HVAC areas, driveway, parking areas, decks, walkways, fences etc., with screening methods, design details and materials noted on plan.
11.	Elevation of the first floor of building (in relation to existing grade) noted on plan.
12.	Roof elevation of building (in relation to existing grade) noted on plan.
13.	On-site drainage/containment systems.

B. EXTERIOR ELEVATIONS

**All exterior building features clearly identified with accompanying materials/finishes noted.
Features include but are not limited to:**

Initials	Requirements
1.	Drawing scale: 1/4" = 1' or scaled to fit on standard plan sizes.
2.	Doors (include catalog cutsheets), window openings, trim, design features.
3.	Walls, partition, storage enclosures, fences, HVAC enclosure, trash/recycling enclosure.
4.	Stairways, rails, decks, patios, porches, landings, under deck/stairwell screening.
5.	All utility meter housing locations, screening, and materials.
6.	Roof, siding, foundation, masonry materials.
7.	Exterior light fixture locations and design (include catalog cutsheets).
8.	Proposed structure's main floor line drawn and noted.
9.	Finished and existing grades drawn and noted.

C. FLOOR PLANS

Initials	Requirements
1.	Drawing scale: 1/4" = 1' or scaled to fit on standard plan sizes.
2.	Walls, partitions.
3.	Door and window openings.
4.	Utility and trash locations.
5.	Stairways, rails, decks, patios, porches, landings.
6.	Heating & cooling system locations.

D. LANDSCAPE PLANS

Initials	Requirements
1.	Drawing to scale: Plant materials, sizes and their species/locations
2.	On-site drainage and containment systems.
3.	Underground irrigation plan.
4.	Special features, screening measures, treatments and materials.

If submitting landscape plan at a later date, initial here: _____

E. Estimated Excavation Start Date: _____

F. Estimated Completion Date of All Work: _____

**TimberMill Shores
Color Application Form**

Date _____ (attach color samples here or on separate 8.5 x 11 sheet)

Lot # _____

Street Address _____

Builder/Owner _____

The following items are being submitted for approval by the TimberMill Shores Architectural Review Committee:

	<u>DATE OF APPROVAL</u>
Building Colors: Body _____	_____
Trim _____	_____
Other _____	_____
Other _____	_____
Roof Selection: _____	_____
Window Type & Color: _____	_____
Exterior Masonry: _____	_____
Entry Door: (catalog cut attached)	_____
Exterior Lighting: (catalog cut attached)	_____
Landscape Plan: _____	_____
Fence: _____	_____

ARC Signature(s):
