



**APPLICATION FOR ENCLOSED ADDITIONS < 600SQFT - FOR TYPE 2A REVIEW**

Project Location: Lot \_\_\_\_\_ Lane \_\_\_\_\_  
Application Date: \_\_\_\_\_

<b>REVIEW FEE</b> (31300-61)	_____
<b>BUILDING PERMIT FEE</b> (31400-61)	_____
<b>CONSTRUCTION DEPOSIT</b> (24090-00)	_____
<b>TOTAL</b>	_____

Property Owner(s) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Architect/Designer \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Contractor \_\_\_\_\_ Telephone \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Existing square ft \_\_\_\_\_ Proposed new square ft \_\_\_\_\_

When an owner wishes to construct an enclosed addition up to 600 SF, 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 Design Committee Manual of Rules and Procedures (the Rules).

The 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 staff 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 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 Design Review Planner retains the right to require a foundation survey, at the owner's expense, on a lot or structure as deemed necessary.

Upon submittal of this application, Design Committee members and staff may visit your property to better understand your submittal as defined by the Consolidated Plan of Sunriver and the Design Committee Manual. All inspections by the Design Committee members and staff will be conducted in the time period prior to the next regularly scheduled bi-monthly Design Committee meeting, during daylight hours only and shall be confined to the exterior of the home and property being reviewed.

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

I/we attest that this application and associated plans submitted are a true and accurate representation.

**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.

**OWNER SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **PRINT NAME** \_\_\_\_\_

# PROPERTY DESCRIPTION SHEET

FORM F

APPLICATION DATE: \_\_\_\_\_

LOT # \_\_\_\_\_ LANE \_\_\_\_\_

## LOT COVERAGE AREA RATIO (SF)

TOTAL LOT SQUARE FOOTAGE \_\_\_\_\_

TOTAL LOT COVERAGE (SF) \_\_\_\_\_

TOTAL LOT COVERAGE RATIO \_\_\_\_\_

## FLOOR AREA RATIO (SF)

TOTAL LOT SQUARE FOOTAGE \_\_\_\_\_

TOTAL INTERIOR SQUARE FOOTAGE \_\_\_\_\_

TOTAL FLOOR AREA RATIO \_\_\_\_\_

## Miscellaneous

# of Sleeping Areas \_\_\_\_\_

## Doors

Front Type \_\_\_\_\_ \*Color \_\_\_\_\_

Garage Type \_\_\_\_\_ \*Color \_\_\_\_\_

Auxillary Type \_\_\_\_\_ \*Color \_\_\_\_\_

## Windows

Wood Clad  Anodized  Vinyl  Other \*Color \_\_\_\_\_

## Ridge Height & Roof Material

Ridge Height \_\_\_\_\_ Material \_\_\_\_\_ \*Color \_\_\_\_\_

## Siding

Vertical Type \_\_\_\_\_ \*Color \_\_\_\_\_

Horizontal Type \_\_\_\_\_ \*Color \_\_\_\_\_

Other Type \_\_\_\_\_ \*Color \_\_\_\_\_

## Trim

Type \_\_\_\_\_ \*Color \_\_\_\_\_

## Exterior Timber Elements (Post, Beam, Truss)

Type \_\_\_\_\_ \*Color \_\_\_\_\_

## Decks/Railings

Type \_\_\_\_\_ \*Color \_\_\_\_\_

## Stone Veneer

Type \_\_\_\_\_ Color \_\_\_\_\_

## Driveways

Type \_\_\_\_\_ Color \_\_\_\_\_

## Patios/Pathways

Type \_\_\_\_\_ Color \_\_\_\_\_

Landscape Plan Included  Yes  No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Refer to Section 3.10

# CONSTRUCTION SUMMARY

FORM F

APPLICATION DATE: \_\_\_\_\_

LOT \_\_\_\_\_ LANE \_\_\_\_\_

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

- If YES, complete 1a, 1b and 1c on this form

**1a. What methods for demolition and debris removal will be used?**

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**1b. Please specify any heavy machinery to be used**

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**1c. Please outline any methods for restoration of the lot**

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**2. Staging/Portable Toilets: If deviating from Section 2.05 state reasoning below**

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**3. Trash/Trash Removal: If deviating from Section 2.05 state reasoning below**

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**4. Construction Hours: If deviating from Section 2.05 state reasoning below**

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**5. Construction Parking: If deviating from Section 2.05 state reasoning below**

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## CHECKLIST FOR ENCLOSED ADDITIONS < 600SF

### 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, per submittal schedule available on the SROA website.

- I have reviewed section 6.04 of the Design Committee Manual.
- Applicant shall complete all five pages of this form in its entirety.
- Applicant shall submit one set of construction documents (24" x 36")
- Applicant shall pay design review fee (per Section 6 Table 1).
- Applicant shall stake and string the proposed construction project, including property lines and identify all trees proposed for removal prior to submittal. Photo documentation of all staking/stringing is required with submittal (Refer to Section 6.01(c), 6.01(d) of Design Committee Manual).
- Applicant shall provide sub-association/landlord approval, if required.

**\*NOTE: Incomplete submittals will not be accepted.**

### CHECKLIST FOR DOCUMENTS REQUIRED FOR FINAL PLAN REVIEW

#### SITE PLAN

- Title block
- Minimum scale: 1" = 10' - 0"
- North arrow
- Building locations via dimensions and outline of adjacent homes and structures
- Line of proposed roof overhangs
- Construction staging and access areas
- Property lines (solid line)
- Minimum setbacks and easements – side yards, front and rear (dotted lines)
- Dimensions of the common area surrounding the lot
- Existing Ponderosa trees (4-inch d.b.h. or greater) including diameter and dripline
- Proposed removal of trees showing diameter, and species
- Natural site topography
- Finished floor elevation
- Lot coverage calculation per Section 3.02(e) as noted in Appendix C, not to exceed 35%
- Enclosed area calculation per Sec. 3.15(b)1(a), shall not exceed 350 sqft.

**continued on next page...**

**FLOOR PLANS**

- Title Block
- Minimum Scale 1/4" = 1'- 0"
- All exterior dimensions
- Door and window openings and size
- Walls, partitions and stairways (label all interior rooms)
- Decks, porches, balconies, privacy screens, hot tubs (spas), fences and courtyards including materials and dimensions.
- Three can trash/recycle enclosure with gate and walkway to driveway.
- Floor area ratio calculation as noted per Section 3.02(e) and noted in Appendix C, shall not exceed 45%

**ELEVATIONS**

- Title block
- Building elevations showing all exterior walls
- Minimum Scale: 1/4" = 1'- 0"
- Doors (including garage doors) and window openings with material description
- Overall building height per Section 3.02(c)

**ALL applicable exterior building features including:**

- Roof material(s) and slope
- Siding material(s)
- Fireplace(s) and shroud(s) (note material & height)
- Trim(s) & fascia
- House number (located under light source)
- Deck(s) (height above grade)
- Three can trash/recycle enclosure - material and height
- Skylight(s)/Solar panel(s)
- Screen wall(s)
- Wood support posts/beams, including dimensions
- EV charging station(s)
- Overall building height
- Location and dimension of hot tub/spa enclosure