



TYPE 3 APPLICATION

Project Location: Lot _____ Lane _____

Application Date: _____

Preliminary Submittal Meeting

Date: _____

Final Submittal Meeting

Date: _____

Property Owner(s) _____

E-mail _____

Telephone _____

Architect/Designer _____ Email: _____

Telephone _____

Contractor _____ Telephone _____

E-mail: _____

New Home Addition over 600SF Commercial, Resort, Village, Private Non-Residential Properties

Multi-Resident Household

Existing square footage(if any): _____ Proposed new square footage: _____

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 Design Manual 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, consulting architect and staff will visit your property to better understand your submittal as defined 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.

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 D

MEETING 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 D

MEETING 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?

1b. Please specify any heavy machinery to be used

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

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

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

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

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

PROJECT CHECKLIST FOR TYPE 3 PRELIMINARY REVIEW

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 6.05 or 6.06 of the Design Committee Manual.
- Applicant shall complete all three pages of form D in its entirety.
- Applicant shall submit three sets of construction documents (24" x 36")
- Applicant shall pay design review fee (per Schedules A or B).
- Property pins shall be clearly located, exposed and identified prior to preliminary submittal. In any case, where the property pins cannot be found, a survey shall be performed, and the pins replaced. A record of the survey shall be submitted with the application. Photo documentation of all property pins are required with submittal (Refer to Section 6.01(c) 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 PRELIMINARY 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
- Dimensioned 10'x20' parking zones in driveway
- Construction staging and access areas
- Property lines (solid line)
- Minimum setbacks and easements – side yards, front and rear (dashed lines)
- Dimensions of the common area surrounding the lot
- Existing trees (4-inch d.b.h. or greater) including diameter, species and dripline
- Proposed removal of trees showing diameter, and species
- Natural site topography
- Existing and final grade elevation at each building corner
- Grade elevation of property pins and midpoint between property pins
- Finished floor elevation
- Lot coverage calculation per Section 3.02(e) as noted in Appendix C, not to exceed 35%
- Enclosed outdoor area calculation per Sec. 3.15(b)1(a), shall not exceed 350 sqft.

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FLOOR PLANS

- Title Block
- Minimum Scale 1/4" = 1'- 0"
- Door and window openings and size
- Decks, porches, balconies, privacy screens, hot tubs (spas), fences and courtyards
- 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)

PROJECT APPLICATION FOR TYPE 3 FINAL REVIEW

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 6.05 or 6.06 of the Design Committee Manual.
- Applicant shall complete all three pages of form D in its entirety.
- Applicant shall submit three sets of construction documents (24" x 36")
- Applicant shall pay design review fee (per Schedules A or B).
- Applicant shall stake and string the proposed construction project, including but not limited to house footprint, driveway, decks, paths, enclosures, and property lines. 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
- Dimensioned 10'x20' parking zones in driveway
- Construction staging and access areas
- Property lines (solid line)
- Minimum setbacks and easements – side yards, front and rear (dashed lines)
- Dimensions of the common area surrounding the lot
- Existing trees (4-inch d.b.h. or greater) including diameter, species and dripline
- Proposed removal of trees showing diameter, and species
- Natural site topography
- Existing and final grade elevation at each building corner
- Grade elevation of property pins and midpoint between property pins
- Finished floor elevation
- Lot coverage calculation per Section 3.02(e) as noted in Appendix C, not to exceed 35%
- Enclosed outdoor area calculation per Sec. 3.15(b)1(a), shall not exceed 350 sqft.

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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 (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 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
- Exterior lighting locations