

For Office Use Only
Date Received: _____
Approved: _____
ARC Non-Refundable Fees _____
ARC Refundable Deposit Pd: _____

For Office Use Only
Plat Name: _____ Lot # _____
Street Address: _____
New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/>



I R O N H O R S E

**ARCHITECTURAL REVIEW COMMITTEE
TOWN APARTMENT CONSTRUCTION
SUBMITTAL FORM AND APPLICATION**

Property Owner(s) Name _____	
Street Address _____	Phone _____
City, State, ZIP _____	FAX _____
	Email _____

Architect/Designer Name _____	
Street Address _____	Phone _____
City, State, Zip _____	FAX _____
	Email _____

Contractor/Builder Name _____	
Street Address _____	Phone _____
City, State, Zip _____	FAX _____
	Email _____

Licensed Surveyor and/or Architect: _____ Phone _____

Square Footage: Apartment _____

Estimated Excavation Start Date: _____, 201__

Estimated Completion Date of All Exterior Work: _____, 201__

The Architectural Review Committee (ARC), as provided for in the Declaration of Protective Covenants, Conditions and Restrictions for IronHorse Development, LLC, exists for the purpose of maintaining high standards in design development and overseeing appropriate building and property use in IronHorse. When an owner wishes to construct a building or to alter/remodel an existing building, an ARC application is required using this form. Prior to any lot improvement, construction or alteration, completion of the following pages is required in order to provide the ARC with the information necessary to review the proposed construction for compliance with the Design Guidelines. The IronHorse ARC can be contacted at IronHorse Development, LLC at (541) 382-1662 for additional information and assistance.



I R O N H O R S E

**PROCEDURE FOR OBTAINING
ARCHITECTURAL REVIEW COMMITTEE APPROVAL
FINAL REVIEW PROCESS**

Submit this completed application form and the required copies of all documents as indicated in the Architectural Review Checklist (included), the required fees, landscape plan, the color board of exterior elements, individual color swatches (for filing purposes), and completed color submittal form to **IronHorse Development, LLC 409 NW Franklin Ave. Bend, OR 97703 (541) 382-1662** at least two weeks prior to the next Architectural Review Committee (ARC) meeting. The ARC meets on the 1st and 4th Tuesday of the month. Owners and agents are strongly encouraged to carefully review the architectural review sections of the IronHorse Design Guidelines prior to completion of their application and making a submittal.

- A. Complete and submit this application and attach checks for the review fee and deposits. All fees and deposits shall be made payable to the IronHorse Homeowners' Association, Inc.

For Town Apartment buildings submit an ARC refundable deposit of \$1.00 per square foot of building area and a non-refundable review fee of \$500 for Design Review along with this application for new buildings. The maximum ARC Deposit is \$10,000 and a minimum deposit is \$2,000. For alterations/additions, please submit a refundable deposit of \$1.00 per square foot of building area plus a \$250 non-refundable fee. The maximum alteration/addition ARC Deposit is \$5,000 and a minimum deposit is \$1,000. No fee will be required for building alterations/additions which do not increase the square footage of the building, but ARC approval for all alterations/additions is required. Preliminary Review has no fee or deposit.

- B. Submit one set of construction documents and all other required documents as outlined in the Design Guidelines and Apartment site **Architectural Review Checklist**, Additionally, please provide a reduced set (8 1/2" X 11") or (11x17) of the site plan and exterior elevations. See application item checklist for required details.
- C. Major alterations and additions to the originally approved landscaping will require ARC review but will not require additional fees.
- D. Submit the "Color Submittal Form," color board, and color swatches showing exterior elements required for review. These may be submitted at a later date at the sole discretion of the ARC. The color board is required so that all exterior elements are viewed together in their respective relationships (e.g., body, head, trim, and door colors).
- E. Notice of action taken by the ARC will be mailed to the applicant as soon as possible after ARC review. If requested, a copy of the letter can also be provided for your design and construction agent(s). If there are specific areas of concern or a requirement for more information, you and/or your agent(s) may be required to deliver revised drawings or provide supplemental information before the ARC will issue a final approval allowing construction to begin. According to the Design Guidelines, Page 32, the owner(s), or his/her agent(s), must respond to the ARC review letter ***in writing*** prior to initiating any construction activity on site.



I R O N H O R S E

ITEMS TO REMEMBER

- A. Architectural Review Committee (ARC) approval is valid for one year from the date of the ARC approval letter for new construction is issued, and six months for remodeling. If construction has not begun during that time, a new application and new fee is required. If construction of a building has not begun within one year of an Architectural Review Committee approval, the original deposit will be refunded.
- B. All front yard landscaping shall be in place prior to or at the time of building completion per the Design Guidelines. The ARC may approve an extension for landscape completion due to inclement weather. Landscaping of the entire lot or building site must be completed within 18 months.
- C. The IronHorse Architectural Review Committee 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.
- D. The site plan must be prepared **and signed** by a licensed surveyor and/or architect if the site includes more than 5' of grade.
- E. A color board, showing collectively, the required exterior elements is needed for review and approval. In addition, the color submittal form must be completed.
- F. All **checks** written for the ARC deposits and application fees should be made **payable** to **IronHorse HOA, Inc.**
- G. Notify the ARC upon completion of the proposed construction, at which time the ARC will schedule a final inspection. ARC final inspection approval must be obtained within 18 months of the date of the initial ARC Approval letter.
- H. Zonal landscaping requirements apply to all lots in the Open Landscaping and Fencing District.
- I. The use of native plantings is strongly encouraged in landscaped areas of IronHorse.



I R O N H O R S E

**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT FOR
TOWN APARTMENT SITE NEW CONSTRUCTION**

I/We have read and understand the current IronHorse Development, LLC Covenants, Conditions & Restrictions, the IronHorse Design Guidelines and this Submittal Form and Application.

Enclosed is the non-refundable ARC application fee of \$500 and the deposit (see deposit schedule on page 2).. **The ARC deposit may be refunded, upon the satisfactory final inspection of the exterior construction and landscaping (demonstrating compliance with the Design Guidelines) by a representative of the IronHorse, LLC Architectural Review Committee.**

I/We understand that any change(s) to the exterior of the building from the original, approved plans must be submitted to the Architectural Review Committee for review and approval before the change may be made. I/we also understand that I/we must respond in writing to the ARC upon receipt of the ARC approval letter.

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, including but not limited to curbs, sidewalks, driveway or ally aprons, and protective utility curbs.

SIGNATURES (all owners' signatures required)

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Legal Description of Property:

Lot #: _____ Plat Name: _____ Platted Phase: _____

Street Address of Property:



I R O N H O R S E

**ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT FOR BUILDING SITE ADDITIONS/ALTERATIONS**

I/We have read and understand the current IronHorse Covenants, Conditions & Restrictions, Design Guidelines and this Submittal Form and Application.

Enclosed is the refundable deposit (see deposit schedule pg. 2) plus a \$250 non-refundable fee. There is no deposit or fee for alterations or remodels that do not increase the square footage of the building, however, all alterations, additions or remodels of the exterior of the building requires ARC approval.

I/We understand that any change(s) to the exterior from the original, approved submittal must be submitted to the Architectural Review Committee 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 including, but not limited to curbs, sidewalks, driveway or ally aprons, and protective utility curbs.

SIGNATURES (all owners' signatures required)

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Legal Description of Property:

Lot #: _____ Plat Name: _____ Platted Phase: _____

Street Address of Property:



I R O N H O R S E

TOWN APARTMENT SITE ARCHITECTURAL REVIEW CHECKLIST

It is the intent of this Architectural Review checklist to provide specific information relative to the scope and scale of construction activities on lots purchased by an owner/agent or builder for the IronHorse land development project

A complete submittal (supplying all of the information outlined in the checklist below) ensures the most expedient review and approval process. Information missing from a submittal and/or inaccurate drawings may delay the review and approval process, as the ARC will not review an incomplete or inaccurate submittal. Submissions should be made at least two weeks prior to the next scheduled IronHorse ARC meeting. Submit to the ARC one copy of each of the following:

I. Site Plan, to include:

1.	Licensed surveyor stamp and signature on plan
2.	Recommended drawing scale: 1" = 10'
3.	Building footprint, Parking areas and drives, roof plan including overhangs, and buildings on adjacent lots
4.	Property lines, setbacks, or other easements (if any)
5.	Tree and rock outcropping locations. (Trees that are proposed for removal must be clearly designated as such on the plan.)
6.	Grading plan showing existing contours of site slope <u>and</u> proposed contour changes, both at 2' intervals (retaining walls, if any, must be accurately reflected on the grading plan)
7.	All utility stub locations
8.	North arrow.
9.	Landscape/Exterior lighting plan.
10.	Construction staging and access areas and temporary structure locations designated on plan.
11.	Utility, trash/recycling/storage yards, HVAC areas, driveway, parking areas, spa/hot tub facilities, decks, walkways, etc., with materials noted and designated on plan.
12.	Elevation of the first floor of building (in relation to existing grade) noted on plan.
13.	Highest ridge of the building (in relation to existing grade) noted on plan.
14.	Elevations of the major corners of foundation (in relation to existing grade) noted on plan.

II. Color/Material Boards

- _____ a. Submit the “Color Submittal Form” and a color board, showing exterior elements required for review. It may be submitted with your final submittal, or at the sole discretion of the ARC, or at a later date. The color board is required so that all exterior elements are viewed together. Paint color approvals may be subject to field applications and review. It is important to have the ARC approval prior to any and all roofing materials ordering.

III. Landscape Plan, to include:

- _____ a. Drawings to standard architectural scale, including a bar scale, contained on 11”x17” paper (minimum), and providing the following details and preferably in color:
 - _____ i. Identification, quantity, placements and size of all proposed species of trees and plant materials;
 - _____ ii. Delineation between areas and zones. For example, sod versus bark mulch, ground cover versus shrub cover, etc.
 - _____ iii. Fences must be marked on the plan with type, the height and any required setbacks clearly marked.
 - _____ iv. Lots in the Open Landscaping and Fencing District have special landscape zones that should be clearly marked on your site plan.

IV. Exterior Elevations, to include:

- _____ a. Individual elevation drawings to standard architectural scale, including a bar scale, minimum 11”x17” paper.
- _____ b. All façade elevations, including all required unique façade alternatives. The selected façade or elevation for the lot must be clearly indicated.
- _____ c. Correct image orientation; stock plans reflecting mirror image, or merely listing façade materials without drawing them, will not be accepted.
- _____ d. Proposed ground-floor finished floor line drawings, and elevations indicated, in relation to existing grade noted.
- _____ e. Accurate existing and proposed grades drawn and noted.

V. Floor Plan(s):

- _____ a. Drawings to standard architectural scale, including a bar scale, contained on standard 8.5” x 11” sheets.
- _____ b. Correct image orientation; stock plans reflecting mirror image, or merely listing façade materials without drawing them, will not be accepted.

VI. Application Form:

- _____ a. Owner(s) and/or authorized agents must sign and date signature page.
- _____ b. Cover sheet must be completed with pertinent addresses, contact phone numbers, legal descriptions, street address, etc.
- _____ c. All pages in application must be completed.



I R O N H O R S E

CONSTRUCTION SPECIFICATIONS & PROCEDURES

A. During Construction - Describe the provisions you will be making for these (Check the Design Guidelines for the requirements):

1. Temporary structures (what and where):

2. Temporary toilet facilities (which must be gray or green in color):

3. Location of staging and material storage areas:

4. Protecting topography and adjacent property trespass:

5. Building Materials Recycling and Trash Disposal:

B. Feature Materials & Locations per each unique floor plan and proposed elevation (Asterisk items may require samples, chips and/or catalog cuts):

1. Foundation

(product material): _____

2. Driveway & Parking Areas

(manufacturer/type/color): _____

3. Walkways
(manufacturer/type/color)*: _____

4. Exterior Openings
- a. Doors (manufacturer/type/color)*: _____
- b. Windows
(manufacturer/type/color/glazing)*: _____
5. Heating & Cooling Units
(location/screening material): _____

6. Exterior Metals (location/product material/color):

7. Exterior Woods:
- a. Siding (species/product
type/grade/pattern)*: _____

- b. Trim (species/product
type/grade/pattern)*: _____
- c. Exposed framing (e.g., columns, brackets, railings, etc) (species/product/type/grade
/pattern)*: _____

8. Roof Construction
- a. Roof Product
(manufacturer/type)* _____
- b. Roof Product (color)*: _____
- c. Flashing
(product material/type/color): _____

d. Skylights
(frame type/manufacturer/color/glazing color)*: _____

9. Exterior Masonry
(location/product material/color)*: _____

10. Exterior Light Fixtures
(locations/product material/color)*: _____

C. Landscape Plan (plant materials and their species/location; street trees per the IronHorse Street Tree Plan, underground irrigation plan; fences, special features, treatments and materials; see IronHorse Design Guidelines):

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

D. Exterior Colors (see required color form following page).

IronHorse Color Submittal Form

Please complete and submit this form to the IronHorse ARC for review and approval.

Date _____ Name of Owner(s) _____

Lot # / Address of Apartment _____

Name of Builder _____

Description	Manufacturer / Color Number	Color Name
Siding Color / Stucco Color		
Window Trim Color		
Fascia Color		
Shake Color		
Door Color		
Roof Product		
Masonry		
Metals		
Decks		
Deck Rails		
Windows		

COLOR CHIPS (Attach below):

Siding

Trim

Accent Color

Masonry

For Office Use Only:

Approved _____ Not Approved _____ Notes _____