

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  
HOMESITE CONSTRUCTION  
SUBMITTAL FORM AND APPLICATION**

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

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

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

**Licensed Surveyor and/or Architect:** \_\_\_\_\_ Phone \_\_\_\_\_

**Square Footage:** Home \_\_\_\_\_ Garage \_\_\_\_\_

**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, a completed **Earth Advantage® point sheet** and refundable deposit, landscape plan, individual color swatches, and completed color submittal form to **IronHorse Development, LLC 409 NW Franklin Ave. Bend, OR 97701 (541) 382-1662** at least two weeks prior to the next Architectural Review Committee (ARC) meeting. 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. **The Architectural Review Checklist must be completed and included with the application**

**For single-family detached residential buildings** submit an ARC refundable deposit of \$2,000 and a non-refundable fee of \$500 for Design Review along with this application for new buildings. **For alterations/additions, please submit a refundable deposit** of \$500.00 plus a \$150 non-refundable fee. 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. **Please make checks payable as follows: The refundable deposit of \$2,000.00 to IronHorse HOA. The \$500.00 non-refundable review fee to Brooks Resources.**
- C. **Submit one set of construction documents** and all other required documents as outlined in the Design Guidelines and Homesite Architectural Review Checklist, including the **Earth Advantage® point sheet**. Additionally, please provide a reduced set of the **site plan and exterior elevations**, and **an electronic version emailed to carol@brooksresources.com**. See application item checklist for required details.
- D. Major alterations and additions to the originally approved landscaping will require ARC review but will not require additional fees.
- E. Submit the “Color Submittal Form” and color swatches showing exterior elements required for review. These may be submitted at a later date at the sole discretion of the ARC.
- F. Notice of action taken by the ARC will be mailed to the applicant as soon as possible after ARC review. 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 home completion per the Design Guidelines. The ARC may approve an extension for landscape completion due to inclement weather. Landscaping of the entire lot or homesite must be completed within one-year of occupancy.
- 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.
- G. A completed Earth Advantage® point sheet must accompany your application and the Earth Advantage® Certification must be obtained prior to contacting the ARC for the final inspection.**
- H. Color selections, showing collectively, the required exterior elements are needed for review and approval. In addition, the color submittal form must be completed.
- I. 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.
- J. Zonal landscaping requirements apply to all lots in the Open Landscaping and Fencing District.
- K. 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  
HOMESITE 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 \$2,000.00 deposit. **The ARC deposit of \$2,000 may be refunded, upon the ARC receiving a copy of the Earth Advantage® Certification and a 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 home 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 HOMESITE 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 of \$500.00 plus a \$150 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 home 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: \_\_\_\_\_ Phase: \_\_\_\_\_

Street Address of Property:

\_\_\_\_\_



**I R O N H O R S E**

## **HOMESITE 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 **It is required that you complete & include this form with your submittal**

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:**

- \_\_\_\_\_ a. A licensed surveyors stamp & signature, or architect's signature must be included on the site plan / topo, if the topo indicates more than 5' of grade.
- \_\_\_\_\_ b. Drawing scale: 1" = 10'.
- \_\_\_\_\_ c. Grading plan at one-foot contour intervals when requested by the ARC (retaining walls, if any, must be reflected accurately on the plan). Plan must show how finished grades tie-back into existing grades. If a site has less than one-foot of slope, the site plan must note that condition.
- \_\_\_\_\_ d. Property lines, setbacks, sewer, water, dry utilities and all other easements (if any).
- \_\_\_\_\_ e. Building footprint location, roof plan including overhangs and dimensions, the driveway, exterior light fixtures (clearly noting the two allowable exposed fixtures), service yard/trash storage, heating and cooling systems, parking areas, walkways, stairways, spa/hot tub facilities and decks clearly marked.
- \_\_\_\_\_ f. All trees greater than six (6) inches in diameter and rock outcropping locations (trees which are proposed to be removed, as well as existing trees to be retained, must be clearly designated on the plan). Tree size must be noted and tree drip-line must be indicated. If a site has no existing trees, the site plan must note that condition.
- \_\_\_\_\_ g. All utility lines and stub locations and their proposed extension locations to the home/building.
- \_\_\_\_\_ h. North Arrow.
- \_\_\_\_\_ i. Elevation of the finished floor of the home, in relation to the existing grade.
- \_\_\_\_\_ j. Highest ridge elevation of the home, in relation to the existing grade.
- \_\_\_\_\_ k. On-site drainage and/or stormwater/runoff containment systems.
- \_\_\_\_\_ l. Note on the site plan the size of lot, total living area, garage square footage, total building floor area, lot coverage and the floor area ratio (NOTE: check the IronHorse Design Guidelines for directions on how to calculate the FAR).

**II. Exterior Elevations, to include:**

- \_\_\_\_\_ a. Individual elevation drawings to standard architectural scale ( $\frac{1}{4}'' = 1'$ ) including a bar scale, minimum 11"x17" paper. (22"x 24" is preferred).
- \_\_\_\_\_ b. All façade elevations, including all required unique façade alternatives and details of window trim. 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, as noted in the guidelines.
- \_\_\_\_\_ 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.

**III. Floor Plan(s):**

- \_\_\_\_\_ a. Drawings to standard architectural scale, including a bar scale, contained on minimum 11" x 17" sheets. (22"x 24" preferred).
- \_\_\_\_\_ b. Correct image orientation; stock plans reflecting mirror image, or merely listing façade materials without drawing them, will not be accepted.

**VI. Colors:**

- \_\_\_\_\_ a. Submit the "Color Submittal Form" indicating exterior colors required for review. It may be submitted with your final submittal, or at the sole discretion of the ARC, or at a later date. Color approvals are subject to field applications and review. It is important to have the ARC approval prior to ordering roofing materials.

**V. Landscape Plan, to include:**

- a. Drawings to standard architectural scale, including a bar scale, contained on minimum 11"x17" paper and providing the following details 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.

**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):

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

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3. Location of staging and material storage areas:

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4. Protecting topography and adjacent property trespass:

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5. Building Materials Recycling and Trash Disposal:

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**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): \_\_\_\_\_

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2. Driveway & Parking Areas (manufacturer/type/color):

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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 in color (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). Paint chips or sample required.**



**I R O N H O R S E**

### 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 home \_\_\_\_\_

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 \_\_\_\_\_