



**ARCHITECTURAL REVIEW COMMITTEE
SUBMITTAL APPLICATION**

DATE _____ PROPERTY OWNER _____
ADDRESS _____

TELEPHONE _____ EMAIL _____

ARCHITECT _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

CONTRACTOR _____

TYPE OF SUBMITTAL

New Construction

Exterior Addition

PLEASE DESCRIBE

The Architectural Review Committee, as provided in the Grand Peaks at Sisters CCRs, exists to maintain high standards for design development and use of property. When an owner wishes to construct build a home, construct additional space or remodel an existing home, application is to be made to the Committee using this form.

Completion of the following pages will provide the Committee with the information necessary to review the proposed construction for compliance with the Rules and Regulations of the Committee. The Architectural Review Committee representatives can be contacted at Grand Peaks at Sisters at 541-549-3003.

Procedure for Obtaining Architectural Review Committee Approval

Complete and submit the application, including the Construction Agreement and application fee (payable to Grand Peaks at Sisters Homeowners Association).

Formal response by the Committee will be mailed to Applicant within fifteen (15) days after each meeting. If additional information is needed for a decision, Applicant will be contacted by a Committee representative.

Submit four (4) sets of 24x36 detailed plans with information as outlined on the following pages, plus an electronic set. When a plan is approved, one set of plans will be retained in the Committee's file; three (3) sets shall be stamped approved and returned to the applicant. The applicant shall submit such stamped/approved plans to the City of Sisters and the Deschutes County Building Department when such Committee authority approval is required.



ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT

As a Grand Peaks at Sisters owner requesting a new construction/remodel/addition to

Lot No. _____/address _____,

I/we have read the Architectural Design Guidelines and the submittal application, and fully understand the requirements of this construction submittal.

Enclosed is our application fee of \$250.00.

I/We acknowledge that:

1. Any fee balance remaining is refundable subject to (a) Committee expenses; and (b) final inspection by a representative of the Architectural Review Committee to confirm that the Work meets the approved specifications for the construction.
2. Any change in the design and/or construction from our original submittal will be resubmitted to the Committee for approval.

I/we understand that the Architectural Review Committee approval does not constitute structural analysis or building code compliance and that I/we have obtained the necessary professional assistance to meet all state and local regulations.

OWNER

OWNER

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____

GRAND PEAKS AT SISTERS ARCHITECTURAL REVIEW COMMITTEE RULES AND REGULATIONS

The Architectural Review Committee shall exercise the functions for which it is given responsibility in any Grand Peaks at Sisters CCRs. Generally, this Committee will be responsible for the approval of the design plans, the development of common areas and for the promulgation and enforcement of its rules and regulations thereof.

The Architectural Review Committee must review the plans and make a site inspection before construction work commences to determine compliance with approvals. Construction approval is valid for six (6) months. If construction has not begun in that time, a new application must be made.

All proposed construction **MUST BE COMPLETED WITHIN TWELVE (12) MONTHS FROM THE DATE CONSTRUCTION COMMENCES (BREAKING GROUND)**. This includes all exterior lighting installed, vents and flashing painted along with debris removal and completion of final building inspection. The Grand Peaks at Sisters Homeowners Association reserves the right to complete exterior work not completed by the owner within the twelve (12) months limitation and to lien the property for payment.

Removal of vegetation or planting of vegetation also requires Architectural Review Committee approval.

Hours of construction operation are to be limited to 8:00 a.m. to 5 p.m. Monday through Friday or unless otherwise approved prior by Committee's authorized representative.

The streets and common areas shall not be used for equipment parking or materials storage. The owner/contractor shall submit a plan to the Committee's authorized representative for equipment parking and materials storage.

The Architectural Review Committee assumes no liability for encroachments into platted setbacks or onto easements or neighboring ownership. Be sure to check the official plat of the subdivision to avoid encroachments and trespass.

Neither the Architectural Review Committee nor any member thereof shall be liable to any owner or the Manager of Grand Peaks at Sisters Homeowners Association for damage, loss or prejudice suffered or claimed on account of any action or failure to act of the Committee or a member thereof, provided that the member, in accordance with actual knowledge possessed by him/her, has acted in good faith.

Consent by the Architectural Review Committee to any matter proposed to it or within its jurisdiction shall not be deemed to constitute a precedent or waiver impairing its right to withhold approval as to any similar matter thereafter proposed or submitted to it for consent.

The Committee reserves the right to request additional information or clarification regarding the submitted plans prior to approval.

CHECKLIST for required submittal items; please check off each item included.

Topographical Site Plan

Check

1. Minimum scale: 1" = 20'0"
2. Building location
3. Property lines
4. Tree location
5. Utility line connections (electric, water, telephone, and location of pressure sewer tank, if needed)
6. Exterior lighting
7. North arrow

Floor Plan

Check

1. Minimum scale: 1/4" = 1'0"
2. Door and window openings
3. Wall and partitions
4. Stairways
5. Exterior lights
6. Decks and porches
7. North arrow
8. Type and location of heating and cooling system

Elevations

Check

1. Minimum scale: 1/4" = 1'0"
2. All four sides; drawings shall include how Applicant plans to deal with grade, if any, at each elevation
3. Door and window openings
4. All exterior building features
 - a. roof, siding, fireplaces, railings, trims, foundation, etc.
 - b. note all materials and finishes, grades and specifications

Material Samples and Colors

Check

1. exterior window
2. siding
3. roofing

Landscaping Plan

Check

Construction Schedule

Check

OUTLINE OF CONSTRUCTION SPECIFICATIONS & PROCEDURES

Location of staging and material storage areas _____

Measures to be taken to protect vegetation _____

Exterior metals

Types _____

Location _____

Exterior wood

Siding (species, grade, pattern) _____

Trim (species, grade) _____

Exposed framing (species, grade) _____

Roof

Type _____

Materials _____

Flashing (materials and type) _____

Skylights (type; description and manufacturer) _____

Exterior Openings

Doors (materials and finish) _____

Trim _____

Metals

Exterior Light Fixtures (provide detailed descriptions)

Estimated Completion Date
