



Black Butte Ranch Architectural Review Committee  
Submittal Form

PO Box 8000, Black Butte Ranch, OR 97759

Phone: 541-595-1503 E-mail arc@blackbutteranch.com

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Natural beauty is a primary feature of Black Butte Ranch. The need to preserve this beauty has led to the establishment of certain design recommendations and restrictions made by the developer of Black Butte Ranch and professional consultants.

The Architectural Review Committee regulates the external design, appearance and location of homes and improvements on private properties in such a manner as (a) to promote those qualities of the environment which maintains the value of the properties and (b) to foster the attractiveness and functional utility of the community as a place to live, including a harmonious relationship among structures, vegetation and topography.

Date

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Property Owner (s)

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Lot # and Phone #

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Off Ranch address & phone #

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E-mail address

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Designer name and #

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Contractor name and #

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New Construction

Square footage

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Remodel-Alteration

Square footage

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For Office Use below this line

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Check

Plans

Owner signature

Stringline

Survey

The Architectural Review Committee, as provided for in the Master Design, exists at Black Butte Ranch to maintain high standards for design development and use of homes and property. When an owner wishes to construct a home 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 Ranch Rules and Regulations. The ARC Office may be reached at Black Butte Ranch by calling (541) 595-1503 Monday through Thursday for information or assistance. This submittal application must be returned in its original form and signed by the homeowner. A check in the amount of the required deposit will be accepted from the homeowner only. Faxed copies will not be accepted.

PROCEDURE FOR OBTAINING ARCHITECTURAL REVIEW COMMITTEE APPROVAL

1. Completion and submittal of this application to the ARC Office no later than noon, fourteen (14) prior to the next scheduled meeting of the Committee. Meetings are the second Thursday of each month, except December. Written notice of action taken by the Committee will be mailed to the homeowner ten working days after each meeting unless adjoining neighbors are contacted for comments. If neighboring properties are contacted then the waiting time will be given until the next regularly scheduled ARC meeting.
2. Submittal of one set of documents as outlined on the following pages.
3. Construction deposit as outlined below:

	Type of Construction	Fee	Refund
<input type="checkbox"/>	NEW CONSTRUCTION	\$6,000.00	\$5,000.00
	ADDITIONS		
<input type="checkbox"/>	0-250 Sq Ft	\$1,500.00	\$1,000.00
<input type="checkbox"/>	250-500	\$2,500.00	\$2,000.00
<input type="checkbox"/>	500-750	\$3,500.00	\$3,000.00
<input type="checkbox"/>	750-1000	\$4,500.00	\$4,000.00
<input type="checkbox"/>	1000+	\$6,000.00	\$5,000.00
<input type="checkbox"/>	Garage Addition	\$1,500.00	\$1,000.00
<input type="checkbox"/>	Deck, windows, Heat Pumps, misc.	\$100.00	\$0.00

Make checks payable to the Black Butte Ranch Association. The new construction deposit of \$6000.00 helps cover costs of the Committee and to assure satisfactory compliance with the ARC Rules and Regulations. Up to \$5000.00 of a new construction deposit and \$4000.00 of an addition deposit is refundable upon satisfactory completion of the construction as approved. The exterior of the home must be completed prior to inspection by a representative of the Committee. Homeowners must contact the ARC Office to start the refund process. All ARC fees subject to change.

APPROVAL PROCEDURE FOR REMODEL OF A CONDOMINIUM

1. Once the Condominium Association grants approval based on compliance with Ranch governing documents, approval will be granted contingent upon obtaining approval from the Architectural Review Committee. Please refer to your Condominium governing documents and follow the outlined procedures.

CONSTRUCTION AGREEMENT

As a Black Butte Ranch homeowner requesting either new construction, addition or deck approval to lot # \_\_\_\_\_, I/we have read the current Architectural Review Committee Rules and Regulations and the submittal form and fully understand the requirements of the construction submittal. Enclosed is the construction deposit of \$ \_\_\_\_\_ of which \$\_\_\_\_\_ may be refundable upon final inspection and approval by a representative of the Architectural Review Committee. I understand that I am responsible for the sewer and water hook-up fees if needed and/or a sewer pressure tank. Any change from the originally approved submittal and plans must be resubmitted to the ARC office for approval.

Owner Signature

Date

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CONSTRUCTION REQUIREMENTS

1. In order to assure approval of your CONSTRUCTION application the following procedures must be done prior to the Architectural Review Committee meeting:
  - A. Location of the building circle should be verified by owner prior to plan preparation. (Paragraph 4.2.4 Rules & Regulations)
  - B. Stakeout and stringline of the house, decks, property lines, driveway and parking area is required.
  - C. A professional survey of the stringline must be completed after homesite area is staked and strung. The Surveyor's report should be attached to the application. The surveyor may complete the stakeout and stringline requirements.
  - D. Verify the plat of your homesite and property lines to avoid encroachments and trespass. The Architectural Review Committee assumes no liability for encroachments into platted setbacks or onto easements or neighboring property.
  - E. All trees that you are requesting to be removed must be identified before the ARC meeting. There is to be no cutting or clearing of trees or excavation of the building site until the final construction plans are approved.
2. After approval of your application the following procedures are required:
  - A. An Architectural Review Committee representative must review the building layout after foundation forms are in place, at least 48 hours prior to pouring. Call the ARC office at 541-595-1503 at least 48 hours in advance Monday through Thursday to schedule an inspection.
  - B. Call the ARC office after the exterior of the house is complete and all requirements have been met. In order to receive a refund the ARC Office must be notified within one year from date of approved application.

3. All exterior construction must be completed within one year from the date of submittal for new construction and, six months for additions or the construction deposit is forfeited. This includes debris removal, all exterior lights and electric meters covered, vents, flashing and metal chimneys painted, garbage cans and heat pumps screened from view. The property must be signed properly, with homesite number and county issued street number viewable from the main road. **All homesites must pass BBR Fire Department inspection for fuel reduction before a refund is issued. Please call 541-595-2288 to set up a review of your homesite.**
4. Removal of vegetation or planting of vegetation requires Architectural Review Committee approval.
5. Hours of construction are 7 am - 5 pm Monday through Saturday.
6. Call Central Electric Co-operative for appropriate hook-up fees.
7. Call BBR Utility Dept. for water, pressure sewer and gravity hook up at 595-1280.

The following is a list of items required on the plans. Please check off each item included.

A. SITE PLAN

- Minimum Scale: 1" = 20'
- Build locations (house, carports, garages, and decks)
- Property lines
- Tree locations
- Topography (existing and proposed changes)
- Rock outcroppings
- Utility lines (electric, water, phone) location of pressure sewer tank
- Driveway and parking (indicate materials)
- Outdoor lighting layout
- North arrow
- Setbacks and easements
- Construction staging and access areas
- Temporary structures
- Building site stake location and building circle
- Location of 5 digit (911) property identification sign.

B. FLOOR PLAN

- Minimum Scale: 1/4" = 1'0"
- Door and window openings
- Wall and partitions
- Stairways
- Exterior meter location (recessed base and enclosure required)
- North arrow
- Trash receptacles (locations, screening and access)
- Type and location of heating and cooling system

C. ELEVATIONS

- Scale: same as plans
- Door and window openings
- Exterior building features: roof, siding, fireplaces, trims and foundation
- Note all materials and finishes
- Show the proposed structure's floor line and the finish grade of the site.

D. Indicate material and facilities proposed for use:

1. Temporary structures: what where: toilet facilities: staging & material storage areas, contractor parking.

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2. Site Work: walks, roads, and plantings:

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3. Foundation: type and materials:

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4. Exterior masonry: type and location - CULTURED STONE IS NOT ALLOWED

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5. Exterior metals: types and location - COPPER IS NOT ALLOWED

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6. Exterior siding: species, grade, pattern, trim and exposed framing  
Natural wood siding only

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7. Roofing: one roof type only per home, manufacturer and color  
**MUST BE ON THE APPROVED LIST OF ROOFS**

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Flashing: materials and type - **COPPER IS NOT ALLOWED**

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Skylights: describe

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8. Doors: materials finish and color

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Windows: materials and color. Stained glass/glass block approved on individual basis only. **ALL WINDOWS ON THE HOUSE MUST BE THE SAME**

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9. Exterior painting and staining: include samples of siding

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10. Exterior light fixtures: detailed description and photo

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11. Heating/Cooling system: heat pumps or propane tanks (include location)

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12. Estimated date of completion:

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