

10.1 STEP 2: FINAL PLAN DESIGN REVIEW

Upon approval of the Sketch Plan in Step 2, the Owner may initiate the Final Plan design review process by submitting Final Review plan documents and fees. All drawings and documents shall be updated and/or adjusted to address any conditions of approval from the Sketch Plan approval. All submittals shall contain three (3) full size hard copy sets at the scales and/or sizes listed below, one 11 x 17 copy (unless noted otherwise in descriptions below), as well as one complete electronic copy in PDF Format provided on a CD, flash drive or similar device. The ARC may also request additional copies as needed.

The submission package for final plan design review is to include the following:

A. FINAL SITE PLAN (MINIMUM SCALE 1"- 20')

The final site plan shall include proposed building footprint(s), roof drip line, utility locations (including propane tank location(s)), existing vegetation, existing and proposed 2' contours, areas of cut and fill, drainage, limits of construction, snow shed or snow storage areas, proposed driveway, sidewalks, decks, and any other proposed improvements. Proposed driveways should include spot elevations.

B. FLOOR PLANS (SCALE ¼"= 1'- 0")

Indicate all building dimensions, door and window locations and sizes, location of mechanical and electrical systems and fire sprinkler and monitoring systems, and the location and type of all exterior lighting fixtures.

C. ELEVATIONS (SCALE ¼"= 1'- 0")

Illustrate the exterior appearance of all views labeled in accordance with the site plan. Indicate the height of chimney(s) as compared with the ridge of the roof, the highest ridge of the roof, the elevation of each floor, and existing and finished grades for each elevation. Describe all exterior materials, colors, and finishes (walls, roofs, trim, chimneys, windows, doors, etc.) and locate all exterior lighting fixtures and the fire department connection. On the drawings indicate materials, textures, and proposed stone wall patterns.

D. BUILDING SECTIONS (SCALE ¼" OR ½"= 1'- 0")

Indicate building walls, floors, the elevation of each floor, interior relationships, finished exterior grades and any other information to clearly describe the exterior of the building as well as the building's relationship to the site.

E. PERSPECTIVE SKETCHES (OPTIONAL)

It is recommended that one or more ground level perspective sketch(es) of the building be provided from locations representing a primary public exposure to the building. Sketches should indicate exterior shadow patterns, materials, patterns, colors, textures, and trim details.

F. MODEL (SCALE 1"= 20'- 0")

Applicant shall provide the approved sketch plan model to the meeting. If the location of the building and/or the exterior form and massing of the structure is substantially different from the sketch plan approval, a new model shall be constructed and/or digitally updated.

G. DETAILS

Provide design details to sufficiently represent the visual expression of the building, exposed connections, and material interfaces. Include soffit/fascia details, window head and sill details, railing details, and other information necessary to describe the buildings aesthetic treatments.

H. BUILDING HEIGHT CALCULATIONS (SCALE ¼"= 1'- 0")

Submit one copy of building height calculations, drawn over the building elevations, related to, and coordinated with the required topographic survey. Existing and finished grades shall be clearly indicated around the perimeter of the building. Height calculations may be integrated in building elevations and/or site sections.

I. ROOF PLAN (SCALE 1/8"= 1'- 0")

Indicate areas of snow shedding and water removal, as well as the specific techniques proposed to manage snow-shed areas which may conflict with pedestrian and vehicular zones. In addition, indicate the location of chimneys.

J. LANDSCAPE PLANS (MINIMUM SCALE 1"= 20')

The proposed landscape plans should include:

- Grading plan - Include existing and proposed contours at 2' intervals, spot elevations, drainage patterns, rim and invert elevations and snow storage areas.
- Planting plan - Include plant material legend which lists common and botanical names, plant sizes and plant quantities which are keyed to locations on plan. Locate existing trees to be protected, rock outcrops, decks or patios, service yards, driveways, snow storage areas, and any other freestanding structures. Indicate any significant trees to be removed.
- Irrigation Plan - Illustrate the proposed type and size of the irrigation zones. The applicant shall provide details that illustrate adequate coverage of planted areas and coverage of areas proposed for restoration, until the native plant materials no longer require supplemental irrigation.
- Lighting - Locate in detail all proposed outdoor lights and signs. Submit cutsheets of all proposed light fixtures.
- Identification Marker - Submit details per Section 2.10.

K. EROSION CONTROL AND REVEGETATION PLAN (SCALE 1"= 20')

Indicate the means and time schedule by which the prevention of erosion and stream sedimentation will be addressed during and after construction, including any of the following that are appropriate for the Lot in question:

- The limits of construction and the technique proposed for defining that limit prior to and during construction. Green construction fencing around the perimeter of the construction limits is the preferred approach. Orange construction fencing may be used to delineate a hazard area, with the approval of the ARC;
 - *Location and proposed method of tree and vegetation protection;*
 - *Placement and type of perimeter filters;*
 - *Water control methods;*
 - *Vehicular access points and surface treatment;*
 - *Spoil storage and stabilization measures;*
 - *Siltation control devices;*
 - *Proposed revegetation methods;*
 - *Proposed seed and fertilizer types, application rates and methods;*
 - *Type and location of any permanent or temporary irrigation methods to be used; and*
 - *Concrete washout area.*

L. SPECIFICATIONS

Provide written specifications, samples and color boards as appropriate to describe the texture and color qualities, or a minimum size of 12" by 12" for each material, for the following items:

- *Roof material;*
- *Exterior wall materials and colors, (samples of logs must be submitted for proposed log buildings);*
- *Windows and exterior doors with colors;*
- *Exterior trim materials and colors;*
- *Exterior lighting fixture cutsheets.*

M. ON-SITE MOCK-UP

Before any exterior materials, including stone, are applied to the building, an on-site full scale mock-up of principal exterior materials and colors or a sample panel must be approved by the ARC during the construction phase of the project.

N. ARC APPLICATION, CHECKLIST AND FEE

Submit one copy of completed application, checklist, review letter from BSFD, and fee with drawings. Fee is based on Gross Floor Area in accordance with current fee schedule. Contact the ARC or refer to the website, www.spoassn.org for current application fees, checklist and application materials.

10.1.1 The Final Plan Design Review Meeting

Upon receipt of a complete submission, the final design review meeting will be scheduled for the next regularly scheduled meeting for which there is quorum (see www.spoassn.org for ARC schedule). If the submission is incomplete, the ARC will notify the Owner as to the incomplete submission, and place it on the agenda of the next regularly scheduled meeting for which there is quorum upon receiving all completed materials.

The ARC will review and comment on the application at the meeting and will subsequently provide the Owner with the conclusions of the meeting in writing within 14 business days of the meeting. The Owner, or Owner's Representative must be present at the meeting.

10.1.2 Resubmission of Materials for Final Plan Review

In the event the ARC has requested changes or modifications to the design after the final plan review meeting, corrected materials are to be provided to the ARC within 30 days of issuance of the meeting's conclusion. A second review meeting may be necessary to review corrected and/or new materials.

10.2 RIGHT OF APPEAL

If an Owner disagrees with the ARC's written conclusions from any of the review meetings the Owner and/or Consultant(s) may appeal the decision in accordance with the procedures set forth in the CC&Rs .
