

# ELKHORN RIDGE OWNERS ASSOCIATION

Architectural Review Committee · New Construction Application

PROPERTY OWNER	DATE	PHONE NUMBER
PROPERTY ADDRESS	APN / LOT NUMBER	
ARCHITECT / DESIGNER	PHONE NUMBER	

All plans must be digitally submitted to and approved by the Elkhorn Ridge ARC **prior to any work being commenced** on a site and prior to submittal of plans to the Town of Truckee for a permit. All projects must be constructed in accordance with all portions of the Design Guidelines as well as all Town of Truckee codes and regulations. **Only fully completed applications (items 1–8) will be reviewed.**

## 1 SITE PLAN

Based upon a topography by a registered land surveyor or civil engineer drawn to a scale of 1/8" = 1'-0" conforming to Town of Truckee requirements, showing contours at 2-ft intervals with numeric elevations on each contour, including:

- A.** The lot, unit number and preassigned street address.
- B.** Name, address, license number and signature of the registered land surveyor or civil engineer creating the plan, and the date of the drawing.
- C.** Name and address of the Owner.
- D.** The location and dimensions of any easements, building setbacks, property lines and contiguous roads.
- E.** The locations of all utility lines (sewer, water, electrical, gas and TV).
- F.** Source of survey data and survey reference datum.
- G.** The direction of views.
- H.** Location of rock outcroppings and boulders.
- I.** Site section(s) wherever grade changes are proposed (perpendicular to contours).
- J.** Location and height of proposed retaining walls.
- K.** Location of required parking area with finish grades and drainage indicated.
- L.** Location of proposed paved area with grades and materials indicated.
- M.** Location of decks, uncovered porches, walks and patios.
- N.** Location of attached garbage containers, AC compressors, generators or detached spas (including method and materials of screening when applicable).
- O.** Location of temporary access to building site by contractors, and on-site material storage areas.

- P.** Location of temporary power source. Note: temporary power shall be supplied on a temporary power pole or routed underground to the service panel after the foundation is laid.
- Q.** Location of trees, and trees requested to be removed for construction or fire safety. Flag trees proposed for removal with flagging tape.
- R.** Show location of construction area fencing. No construction activity outside of fence in order to protect native vegetation.
- S.** Show location of any adjacent structure on developed lots.
- T.** Show location of temporary toilet — face door away from road.
- U.** Show location of on-site snow storage area.
- V.** Homesite coverage + Gross Lot coverage — total coverage of the land by buildings, parking areas and decks will not exceed 33% of the site.
- W.** Show limits of temporary construction fencing area(s), thus providing protection of native environment areas.

## 2 DRAINAGE AND EROSION CONTROL PLAN

- A.** Show existing on-site drainage, swales, etc.
- B.** Show proposed on-site drainage.
- C.** Location and description of temporary BMPs (e.g., straw wattles, hay bales, silt fence, etc.).
- D.** Show location of permanent BMPs (e.g., seeding, gravel, wood chips, etc.).
- E.** Show location and size of all infiltration trenches or fields.

## 3 RE-VEGETATION PLAN

- A.** Plans must be accompanied by a revegetation plan as called for in the Design Guidelines.

## 4 PLANS

*Shall include floor plans, roof plans, sections through the structure, and all colored exterior elevations at 1/4 inch to the foot scale, and include the following:*

- A.** General construction type.
- B.** Roof slopes, roof materials, solar panels, gutters (including colors).
- C.** Type of doors, windows, frames, and materials (including colors).
- D.** Type/Manufacturer of all exterior siding materials and colors.
- E.** Exposed foundation materials (including finish and color).
- F.** Chimney (if required), and materials and cap design.
- G.** Deck, stairs, railing, privacy screens.
- H.** Exterior light fixture(s) brochure sample to meet light source and shielding requirements.

- I. 3D Rendered Model — A digital three-dimensional model of the proposed structure must be submitted showing all elevations, massing, roof form, and exterior materials/colors. The model shall be sufficient to communicate the structure's relationship to grade and neighboring properties. Accepted formats include SketchUp (.skp), Revit (.rvt), or high-resolution rendered images from at least four orientations (front, rear, and both sides). Submission of an interactive file or PDF export of renderings is acceptable at the ARC's discretion. **[NEW REQUIREMENT]**

## 5 SAMPLE BOARD

- A. Provide samples of all exterior materials including finishes, paint, stain, sealants, metal, window frames, roofing, and solar panels on a 20" x 30" foam board. When feasible, apply paint/stain on actual material as samples. When not feasible, paint chips, manufacturer brochures, or colored pictures may be acceptable (e.g., garage doors and window frames). Digital representations may be accepted.

## 6 STAKING OF PROPERTY CORNERS AND BUILDING FOOTPRINT

- A. Prior to submitting the plan to the Committee, the Owner's contractor, architect/designer, engineer, or other authorized agent shall stake and string the corners of the property and the footprint of the structure(s) to enable the Committee to ascertain the manner in which the structure(s) is situated on the lot.

## 7 PAYMENT

- Deposit:** Check or money order for \$15,000 made payable to Elkhorn Ridge Owners Association. *(Refundable if no penalties)*
- Architectural Review Fee:** Check for \$500.00 made payable to Elkhorn Ridge Owners Association. *(Non-refundable)*

## 8 SIGNATURES

We acknowledge that we have read and understand the Architectural Control Guidelines and Design Review Process. We further confirm that we have received and read the CC&Rs for the Elkhorn Ridge Owners Association.

\_\_\_\_\_  
Owner Date

\_\_\_\_\_  
Co-Owner Date

\_\_\_\_\_  
Architect / Designer Date

## **IMPORTANT SUBMISSION INSTRUCTIONS**

Completion of ALL items listed on this checklist and submittal to the Committee is required before the Committee commences the Plan Review Process.

**Email plans and elevations to:** [kim@camcotruckee.com](mailto:kim@camcotruckee.com)

**Mail color and material samples to:** Kim Sperlin–Camco | 40165 Truckee Airport Rd #304, Truckee CA 96161