

ELKHORN RIDGE ARCHITECTURAL REVIEW

NEW CONSTRUCTION APPLICATION

Property Owner: _____ Date: _____

Phone Number: (_____) _____

Property Address: _____

Architect/designer: _____ Phone number (_____) _____

Details of Plan Prints

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. All plans for improvement of any lot, including site disturbance of any kind must be constructed and completed in accordance with the plans approved by the ARC.

Please CHECK boxes. 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" to 1'- 0" and conforming to the Town of Truckee requirements, and showing contours at 2ft intervals and 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: the temporary power shall be supplied on a temporary power pole or routed underground to the service panel of the structure after the foundation is laid.
- ☐ Q. Location of trees, and trees requested to be removed for construction, or fire safety; (flag trees proposed to be removed 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 (i.e., Straw wattles, hay bales, silt fence, etc.).
- ☐ D. Show location of permanent BMPs (i.e., Seeding, gravel, wood chips, etc.)
- ☐ E. Show location and size of all infiltration trenches or fields

3. Re-vegetation Plan

- ☐ 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 ¼ 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

5. Sample Board

- ☐ Provide samples and description of all exterior materials, including finishes, paint, stain, sealants, metal, window frames, roofing, solar panels, lighting, hardware etc. either on 20"X30" foam board or in digital format (see attached example). If providing physical samples please apply paints and stains on actual materials. Digital representations will be accepted on a case-by-case basis. It shall be at the discretion of the ARC as to what is required.

6. Staking of Property Corners and Building Footprint

- ☐ 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) so as to enable the Committee to better ascertain the manner in which the structure(s) is situated on the lot.

7. Payment

- ☐ A. Deposit: Check or money order in the amount of \$15,000 made payable to Elkhorn Ridge Owners Association (refundable if no penalties)
- ☐ B. Architectural Review Fee: Check in the amount of \$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&R's for the Elkhorn Ridge Owners Association.

Owner: _____

Date: _____

Co-Owner: _____

Date: _____

Architect/Designer: _____

Date: _____

An Important Note: Completion of all items listed on the foregoing Checklist and submittal to the Committee shall be required before the Committee commences the Plan Review Process. Email plans and elevations to: kim@camcotruckee.com

Color and material samples can be submitted to:

[Kim Sperlin-Camco | 40165 Truckee Airport Rd #304, Truckee CA 96161](#)

ELKHORN RIDGE FINAL INSPECTION CHECKLIST

Property Address: _____

Final Inspection Requested by: _____ Date: _____

Signature of Property Owner _____
(confirming request for final inspection)

Phone Number: (_____) _____

Please review the following list carefully to ensure you are ready for a final inspection. Each additional inspection will require an additional inspection fee of up to \$250.00. Prior to your deadline for completion, please schedule a final inspection by completing this form and submitting it to the management company: Kim Sperlin - Camco | kim@camcotruckee.com

1. Revisions:

- ☐ All/Any changes to the originally approved plans were submitted and approved by the committee.
- ☐ All exterior construction shown on approved plans is complete as shown or specified.

2. Land Use:

- ☐ All permanent required erosion control and drainage is in place and in good functioning condition.
- ☐ All grading, excavation, and construction debris have been cleaned up and removed.
- ☐ All property corners are clearly marked and visible
- ☐ All temporary items such as contractor related signs, power poles, portable toilets, etc have been removed from the site.

3. Painting/Staining:

- ☐ All paint and stain applied are colors approved by the Committee
- ☐ All metal flashing, brackets, vents, including plastic, etc. painted to blend with adjacent material.
- ☐ Garage door painted if metal, or stained if wood with approved color or finish, and type or design as approved.
- ☐ Exposed foundation walls painted or stained to blend with adjacent siding material

4. Regulatory:

- ☐ Town of Truckee Successful Final Inspection
- ☐ Certificate of Occupancy has been Issued.