

Date Received: \_\_\_\_\_



**ARCHITECTURAL REVIEW COMMITTEE  
COMMERCIAL CONSTRUCTION SUBMITTAL FORM AND APPLICATION**

Property Owner(s) \_\_\_\_\_

\_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Building Style \_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_

Contractor/Builder \_\_\_\_\_

Address \_\_\_\_\_

Lot #: \_\_\_\_\_ Building Sq. Footage: \_\_\_\_\_ Lot Size: \_\_\_\_\_

NorthWest Crossing ARC Inc., as provided for in the NorthWest Crossing Master Declaration of Covenants, Conditions and Restrictions along the Rules and Design Guidelines, exists for the purpose of maintaining high standards in design development and overseeing appropriate building and property use in NorthWest Crossing. When an owner wishes to construct a building or to alter/remodel an existing building, an application shall be made to the ARC by using this form. Completion of the following pages will provide the ARC with the information necessary to review the proposed construction for compliance with the NorthWest Crossing Commercial Rules and Design Guidelines. The ARC may be contacted at [NWXARC@gmail.com](mailto:NWXARC@gmail.com) for additional information and assistance.

**PROCEDURE FOR OBTAINING  
ARCHITECTURAL REVIEW COMMITTEE APPROVAL**

**REVIEW PROCESS**

Submit PDF copies of the site plan, exterior elevations, floor plan(s), and details per the Application Item Checklist and cut sheets of exterior elements for review, to [NWXARC@gmail.com](mailto:NWXARC@gmail.com). Provide the required fees and color application with paint samples as directed by communication with [NWXARC@gmail.com](mailto:NWXARC@gmail.com). At least three business days prior to the next ARC meeting, NorthWest Crossing ARC Inc. must receive your submittal. Complete submittals received prior to 12 PM on the Friday preceding the next ARC meeting should be reviewed at the following ARC meeting. The NWX ARC meets monthly. Please contact the ARC at [NWXARC@gmail.com](mailto:NWXARC@gmail.com) to confirm scheduled meeting dates.

- A. Notice of action taken by the ARC will be emailed to applicants as soon as possible and no later than 14 days after ARC review. After receiving the ARC review letter, owner(s) or agent(s) of the owner(s) must respond, via email, to the ARC within 14 days of the date of the review letter. Construction may not begin until the project has formal written ARC approval.
- B. Submit one set of construction documents as outlined on the following pages. Additionally, please provide a reduced 8.5 x 11 of the front elevation. Plans must include all exterior elevations of the building, floor plans, site plan, and a landscape plan. Remember to include all easements and all other pertinent information.
- C. Submit the Architectural Review Committee application fee for new buildings (application fees are detailed in the Commercial Rules and Design Guidelines). Major alterations and additions to landscaping require ARC review and approval.
- D. Submit the color application form attached, showing all exterior materials and colors required for review. The color application form may be submitted with your original final submittal, or later. A color palette, showing collectively the exterior elements is required for review and approval. The color submittal is required so that all exterior elements are viewed together. Paint colors will require on-site review prior to final color approval.

**ITEMS TO REMEMBER**

- A. ARC approval is valid for one year from the date of the ARC approval letter for new construction and six months for remodeling. If construction has not begun during that time, a new application and a new fee is required. If construction of a building has not begun within one year of an Architectural Review Committee approval, ARC expenses related to the submittal will be deducted from any refunds as determined by the ARC.
- B. All Construction on your building must be completed within one year from the date construction is begun.
- C. All landscaping must be completed within six months of completion of the exterior of the building, or by occupancy, whichever is first.
- D. ARC assumes no liability for encroachments into platted setbacks, solar setbacks, easements, or neighboring property. Be sure to check the plat map of your lot and its property lines to avoid encroachments and trespass.
- E. All checks written for the ARC deposits should be made payable to NorthWest Crossing ARC Inc.

**ARCHITECTURAL REVIEW COMMITTEE  
CONSTRUCTION AGREEMENT  
FOR NEW CONSTRUCTION**

I/We have read and understand the current NorthWest Crossing Covenants, Conditions & Restrictions, Commercial Rules & Design Guidelines, Prototype Handbook, and Submittal Form & Application.

Enclosed is the ARC application fee & construction deposit. The construction deposit may be refunded upon a satisfactory final inspection of the exterior of the home and landscaping by a representative of the ARC.

I/We understand that any change(s) to the exterior of the building from the original, approved submittal must be submitted to the ARC for review and approval before the change may be made.

I/We assume responsibility for any and all damages by the contractor/builder and his agents and subcontractors and their agents to adjacent property and/or to my/our property.

SIGNATURES (all owners' signatures required)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Legal Description of Property:

Lot \_\_\_\_\_ Phase \_\_\_\_\_

Street Address of Property:

\_\_\_\_\_  
\_\_\_\_\_

## Application Item Check

The following is a list of items that must be included and completed with all Architectural Review Committee (ARC) submittals. The ARC will review these items prior to granting final approval for any construction. Please initial all items you have completed for this application package:

### A. SITE PLAN

<u>Initials</u>	<u>Requirements</u>
1.	Identify Building Style.
2.	Drawing scale: 1" = 10' or scaled to fit on standard size plans.
3.	Building footprint, <u>roof plan, including overhangs</u> , parking areas, driveway and service areas clearly marked.
4.	Property lines, setbacks, and easements (if any).
5.	Existing tree and rock outcropping locations. All trees, six inches or greater, must be clearly designated on the site plan including tree species, size including drip line and exact location. Note all trees to be removed, if any.
6.	Grading plan showing existing contours of site slope and proposed contour changes, both at 1' intervals (retaining walls, if any, must be accurately reflected on the grading plan).
7.	All lots with five feet or more of grade change must have a separate from site plan topographic survey completed by an Oregon licensed Professional Land Surveyor. A clean, unaltered, signed copy of the survey must accompany the Formal Design Submittal. Include trees from adjacent lots whose drip lines encroach onto subject lot. Tree size, species and location to be noted on the plan. Including any trees on adjacent lots whose drip lines encroach on the subject lot.
8.	All utility stub locations and utility trenching.
9.	Exterior lighting plan (include catalog cutsheets). Show locations of all exterior lighting on the building and the site.
10.	North arrow.
11.	Construction staging and access areas and temporary structure locations designated on plan.
12.	<u>Location of the following clearly marked:</u> walkways, decks, retaining wall(s), proposed utility lines, service yard/trash storage, parking areas, utility & meter equipment, exterior HVAC equipment, storage yards, fences and screen walls.
13.	Elevation of the first floor of home (in relation to existing grade) noted on plan.
14.	Highest ridge of the building (in relation to existing grade) noted on plan.
15.	On-site drainage/containment systems.
16.	Tree Protection Measures

- B. EXTERIOR ELEVATIONS-** All exterior building features clearly identified with accompanying materials/finishes noted. Features include but are not limited to:

<u>Initials</u>	<u>Requirements</u>
1.	Drawing Scale: ¼" = 1'
2.	Doors (include catalog cut sheets), window openings, garage doors, trim, design features.
3.	Walls, partition, storage enclosures, fences, HVAC enclosure, trash/recycling enclosure.
4.	Stairways, rails, decks, patios, porches, landings, spa facilities under deck/stairwell screening.
5.	All utility meter housing locations and housing.
6.	Roof, siding (including exposures), foundation, masonry materials clearly noted.
7.	Exterior light fixture locations and design (include catalog cut sheets).
8.	Proposed structure's main floor line drawn and elevation in relation to existing grade noted.
9.	Elevation of the highest point of the roof edge in relation to the rear setback. (See Exhibit A, attached).
10.	Accurate finish and existing grades drawn and noted.
11.	Clearly show all roof penetrations (the ARC prefers that roof penetrations not be visible from the front elevation). Roof penetrations shall be painted to match adjacent materials.

**C. FLOOR PLANS**

<u>Initials</u>	<u>Requirements</u>
1.	Drawing scale: ¼" = 1' (or as appropriate to accurately and clearly illustrate the floor plans.) Dimensions shall be noted on floor plans.
2.	Walls, partitions
3.	Door and window openings.
4.	Utility and trash locations.
5.	Stairways, rails, decks, patios, porches, landings, spa facility locations.
6.	Heating & cooling system locations.

- D. Landscape Plan (Plant materials, sizes and their species/location: on-site drainage and containment systems; underground irrigating plan; special features, treatments and materials-use back of page to describe if needed): If submitting a landscape plan at a later date, initial here:**

\_\_\_\_\_

- E. Estimated Excavation Start Date:** \_\_\_\_\_

- F. Estimated Completion Date of All Work:** \_\_\_\_\_

**NorthWest Crossing  
Color Application Form**

Date \_\_\_\_\_ (attach color samples here or on separate 8.5 x 11 sheet)

Lot # \_\_\_\_\_

Street Address \_\_\_\_\_

Builder/Owner \_\_\_\_\_

The following items are being submitted for approval by the NorthWest Crossing Architectural Review Committee:

	<b><u>DATE OF APPROVAL</u></b>
Building Colors: Upper Body _____	_____
Lower Body _____	_____
Trim _____	_____
Other _____	_____
Other _____	_____
Roof Selection _____	_____
Window Color: _____	_____
Exterior Masonry: _____	_____
Front Door: (Catalog cut attached)	_____
Exterior Lighting: (Catalog cut attached)	_____

The ARC approval process for color palettes is two-fold. The colors will be reviewed and preliminarily approved in the office. The approved palette will then be required to be put on site on a 4x4 color board with exact cladding for ARC review in the field against other previously approved adjacent homes.



January 1<sup>st</sup>, 2024

NorthWest Crossing ARC Submittal Fee Schedule

		<b>Fee</b>	<b>Deposit</b>	<b>Total</b>
New Residential Construction		\$2,500.00	\$5,000.00	\$7,500.00
New ADU Construction		\$1,000.00	\$2,500.00	\$3,500.00
Addition		\$500.00	\$1,000.00	\$1,500.00
Exterior Remodel		\$150.00	\$500.00	\$650.00
New Commercial Construction		\$5,000.00	\$0.00	\$5,000.00
Deposit for New Commercial equals				
- \$1 per sf				
- Minimum \$5,000			\$5,000.00	
- Maximum \$15,000			\$15,000.00	
Tree Removal		\$50.00	\$0.00	\$50.00
Sheds/Out buildings/Play Structure		\$50.00	\$0.00	\$50.00
Paint Color Revisions		\$50.00	\$0.00	\$50.00
Landscaping		\$50.00	\$0.00	\$50.00
Fences/Gates		\$50.00	\$0.00	\$50.00
Solar		\$50.00	\$0.00	\$50.00
Pergola/Trellis		\$50.00	\$0.00	\$50.00
Water Feature		\$50.00	\$0.00	\$50.00
Other		\$50.00	\$0.00	\$50.00
Other = Porch railing, light fixture, doors, window revisions, shutters, steps, wall shade, etc.				