



OAK RIDGE ESTATES DESIGN COMMITTEE

Oak Ridge Estates Homeowner
Atascadero, California

RE: INTRODUCTION

Dear Homeowner,

On behalf of the Design Committee of Oak Ridge Estates I wish to extend a warm welcome to you as a new resident of this spectacular development. I would also like to take this opportunity to introduce the Design Committee and the role it fulfills in this community.

The Design Committee was created as a requirement of the Covenants, Conditions and Restrictions (CC&R's) established for Oak Ridge Estates. Its purpose is to review plans and/or specifications for the development and improvement of individual lots within Oak Ridge Estates. The Design Committee consists of no less than three-members made up of individuals who volunteer their time to meet as necessary to manage the review process.

Please find attached a Design Submittal Review Manual ("Manual") which has been developed for guidance in planning your home improvement projects which affect the exterior of your home and / or property. Contained in the Manual are the appropriate forms and procedures to be utilized in requesting Design Committee's review of improvement projects.

It is our goal to establish a team oriented approach, striving to ensure that the overall character and beauty of Oak Ridge Estates is maintained while working within the allowances and requirements of the CC&R's.

If you have any questions about this Manual or the Design Committee, please consult your copy of the CC&R's or contact me at the number below.

Sincerely,

Jason Tyra,
Oak Ridge Estates Design Committee Member
jtyra@scicdgroup.com

Please address all Design Committee submittal applications and correspondence to:
Oak Ridge Estates Design Committee
1540 Marsh Street, Suite 120
San Luis Obispo, CA 93401
805-546-8100

DESIGN SUBMITTAL REVIEW MANUAL



OAK RIDGE
ESTATES

December 2004

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION 3

1.1 DEFINITIONS.....4

1.1.1 DECLARANT.....3

1.1.2 DECLARATION.....4

1.1.3 DESIGN COMMITTEE4

1.1.4 OAK RIDGE ESTATES4

1.1.5 DESIGN SUBMITTAL REVIEW MANUAL.....4

SECTION 2 - DESIGN COMMITTEE REVIEW PROCESS.....4

2.1 DESIGN REVIEW for MAJOR IMPROVEMENTS.....4

2.1.1 PRELIMINARY SITE, GRADING AND DRAINAGE PLAN(S)5

2.1.2 ARCHITECTURAL FLOOR PLAN(S).....6

2.1.3 PRELIMINARY BUILDING SECTION(S).....6

2.1.4 EXTERIOR BUILDING ELEVATIONS.....6

2.1.5 PRELIMINARY LANDSCAPE AND IRRIGATION PLAN.....6

2.1.6 SAMPLE COLOR AND MATERIAL BOARDS.....7

2.1.7 STATEMENT OF DEVIATIONS OR EXCEPTIONS.....7

2.1.8 DESIGN SUBMITTAL REVIEW7

2.1.9 SUBMITTAL DETERMINED TO BE COMPLETE7

2.1.10 SUBMITTAL DETERMINED IN COMPLIANCE8

2.2 DESIGN REVIEW for MINOR IMPROVEMENTS8

2.3 MEETING NOTIFICATION.....8

SECTION 3 - FORMS9

Form A MAJOR IMPROVEMENT DESIGN SUBMITTAL APPLICATION (Section 2.1)

Form B MINOR IMPROVEMENT DESIGN SUBMITTAL APPLICATION (Section 2.2)

Form C ADDENDA APPLICATION

Form D MEETING NOTICE (Section 2.3)

SECTION 1 - INTRODUCTION

The intent of the Design Committee is to review any proposed improvements and / or modifications to existing lots and / or homes for compliance with the requirements set forth in the "Second Amended and Restated Covenants, Conditions and Restrictions for Oak Ridge Estates at 3F Meadows" ("Declaration"). This manual defines the process which a Property Owner shall follow to obtain Design Committee review.

Property Owner's, architects, engineers and design professionals are strongly encouraged to develop site and building improvements that preserve the natural amenities offered by the Oak Ridge Estates development; visual compatibility with the oak woodland, grassland and hillside context. Each property owner and his or her engineering or design consultants are responsible for a complete review and understanding of the City of Atascadero Municipal Code and the Declaration. For information on City, County and State regulations contact the City of Atascadero Community Development Department at 805-461-5000.

Each Property Owner should work carefully with his or her design professional in proposing improvements that satisfy the development requirements as well as providing a style of architecture that is best suited to the specific demands of the proposed site. Property Owners are encouraged to maintain simple, clean designs where possible, suggesting an easy, informal architectural style. The overall form and mass of the house design are to demonstrate sensitivity to the oak woodland, natural settings and adjacent improvements. Designers are encouraged to incorporate one or more of the following building design elements:

- Projections, terracing, recesses and roof overhangs
- Vertical and horizontal articulation
- Concealment of tall, slender posts or columns
- Recessed or pronounced entrances
- 24"-30" minimum overhangs at the eaves and 12-18" at the rake edges
- Form and color uniformity in roofing material
- Color schemes to compliment earth tone colors
- Porches
- Use of garden walls, balconies, arbors and trellis structures as part of overall landscape design

Property Owners and/or their agents are strongly encouraged to attend one or more informal meetings with the Design Committee in order to discuss design concepts and clarify requirements. It's important to have clear communication between the Property Owner and the Committee before the Property Owner invests in architectural, engineering and landscape plans or studies. Informal conferences are generally held just prior to regular meetings of the Committee on a pre-arranged basis. No formal submittal is required and no particular form for plans need be used, except that a copy of the topographical map of the lot must be brought to the meeting if design questions which are specific to the Property Owner's lot are discussed. The Property Owner should understand that these meetings are for general discussion only. They are informal and unofficial; however the goal of these meetings is to establish a team oriented approach in achieving the requirements of the Declaration.

At any time during the supplemental review process, the Property Owner may request a reconsideration of design issues. If the Design Committee fails to render a new decision, the Property Owner may (within 30 days) file a written appeal to the City of Atascadero Community Development Director.

1.1 DEFINITIONS

1.1.1 DECLARANT

Shall mean and refer to Castlerock Development, a California Corporation and K&M holding Corporation, a California Corporation and its successor and assigns, if any successors or assigns should acquire more than one (1) undeveloped Lot from the Declarant for the purposes of development. The Declarant is exempt from Design Committee review.

1.1.2 DECLARATION

Shall mean and refer to the "Second Amended and Restated Covenants, Conditions and Restrictions for Oak Ridge Estates at 3F Meadows", as amended or supplemented from time to time. The Declaration, sometimes referred to as "CC&R's", establishes and imposes mutually beneficial restrictions under a general plan of improvement for the benefit of all Property Owners of residential lots with Oak Ridge Estates.

1.1.3 DESIGN COMMITTEE (COMMITTEE)

A Design Committee was created pursuant to the "Second Amended and Restated Covenants, Conditions and Restrictions for Oak Ridge Estates at 3F Meadows" and is charged with reviewing plans and / or specifications for the development and / or improvement of individual lots within the Oak Ridge Estates development. The Design Committee may in its sole discretion amend and / or revise the Design Submittal Review Manual.

1.1.4 OAK RIDGE ESTATES

Shall mean and refer to the real property described as Oak Ridge Estates, also known as ATAL-00-192, Lots 1 through 112 inclusive, excluding Lot 11, in the City of Atascadero, County of San Luis Obispo, as shown on map filed in Book 58, Pages 1-22, of Parcel Maps, in the Office of the Recorder of said county.

1.1.5 DESIGN SUBMITTAL REVIEW MANUAL (MANUAL)

This "Design Submittal Review Manual", is a manual of procedures for obtaining Design Committee review of homeowner proposed improvements within the Oak Ridge Estates development. Compliance with the requirements of this Manual, the Declaration, the City of Atascadero, the County of San Luis Obispo, and the State of California is the responsibility of each Property Owner as well as the responsibility of each design and construction professional hired to provide services within Oak Ridge Estates. The Property Owner and its engineering or design consultants are responsible for a complete review of the City's municipal code. For information on City, County and State regulations, contact the City of Atascadero Community Development Department at 805-461-5000.

SECTION 2 - DESIGN COMMITTEE REVIEW PROCESS

2.1 DESIGN REVIEW for MAJOR IMPROVEMENTS

Prior to each Property Owner developing construction documents for its proposed improvement(s), design documents are to be submitted to the Design Committee for review.

In addition to reviewing the Declaration, it is recommended that the Property Owner familiarize themselves with the following environmental considerations prior to formulating a design:

- Native Tree Regulations – Site planning (City of Atascadero Municipal Code)
- Sedimentation and Erosion Control – Site planning, Drainage (City of Atascadero Municipal Code, State Regional Water Control Board, NRCS)
- Fuel Modification – Site planning, Fire protection, Landscaping (City of Atascadero Municipal Code, City of Atascadero Fire Department, State Fire Marshall)
- Streambed Alteration – Site planning, Drainage (City of Atascadero Municipal Code, Department of Fish and Game, Army Corps. of Engineers)
- Air Quality - Fireplaces, Outdoor grills, Traffic impacts (Air Pollution Control District)

The minimum information submitted to the Design Committee for Design Review includes a completed Major Improvement Design Submittal Application Form, Application Fee (consult Design Committee for current application fees) and three (3) copies of the following submittals dependent on the scope of the work:

2.1.1 PRELIMINARY SITE, GRADING AND DRAINAGE PLAN(S)

- Minimum scale of 1" = 20'-0"
- Contours based on a topographical map
- Location of all property lines, bearings, distances, setbacks, easements, deed restrictions
- All existing site features or structures including property corners, rock outcroppings, fencing, etc.
- Location of all proposed structures or improvements including pools, decks, spas, etc.
- Location of all existing trees with 2" diameter trunks or larger, disposition of all trees whose dripline is within 20' of any construction activity
- Location and extent of tree protection fencing
- Location of all existing/proposed plant and tree material on the site by size and type, identifying all elements to be removed or trimmed
- Use of native plant materials in transition areas
- Provisions for tree replacement if required (see City of Atascadero's Native Tree Code Ordinance No. 350)
- Finish floor elevations and key spot elevations
- Location of all utility lines, boxes, meters, points of connection or stubouts
- Location of septic tank and leach field
- Location and extent of all hardscape including driveway apron, driveways, walks, etc.
- View corridors of primary residence and neighboring properties
- Location of temporary area(s) for storage of construction materials and construction debris
- Location of all temporary structure(s) such as portable toilets
- Limits of grading disturbance; amount(s), type and location of all fill and/or excavation
- Finish contours at one (1) foot intervals or at an interval necessary for the Design Committee to review the proposed improvements
- Cut/fill slope ratios (height/vertical) and driveway grades (percent)
- Describe all erosion control measures for all newly created banks and slopes
- Location, height, materials and color of all proposed retaining walls
- All drainage courses and drainage structures including roof and hardscape runoff
- Special utility trenching
- Location and type of all exterior lighting

2.1.2 ARCHITECTURAL FLOOR PLAN(S)

- Minimum scale of 1/8" = 1'-0"
- Major building and room dimensions
- Location, size and type of all openings including skylights and roof windows
- Location of all walls and partitions
- Location of all stairwells
- Location of all exterior lighting fixtures indicating type of fixture and light pattern
- Location of all decks, patios, porches and balconies
- Location of all utility meters
- Location and access of trash enclosure
- Type & location of HVAC equipment

2.1.3 PRELIMINARY BUILDING SECTION(S)

- Minimum scale 1/8" = 1'-0"
- Primary building section showing floor levels, plate heights and framing
- Indication of foundation type
- Include longitudinal and transverse sections

2.1.4 EXTERIOR BUILDING ELEVATIONS

- Minimum scale 1/8" = 1'-0"
- All exterior views must be depicted
- Finish floor elevation(s), plate lines and roof ridge or peak elevations (per City datum)
- Show original and finish grades
- Identify all exterior architectural or building elements including finish materials, chimneys, etc.
- Locate all door, window and skylight openings
- Roof plan showing all roof mounted equipment, openings and dimensioned overhangs
- Indicate all exterior surface mounted equipment including utilities cabinets/meters, etc.
- Indicate all exterior screening
- Location of all exterior lighting fixtures indicating type of fixture and light pattern
- Material and finishes including manufacturer and model where known for windows, doors, siding, etc.

2.1.5 PRELIMINARY LANDSCAPE AND IRRIGATION PLAN

- Minimum scale 1" = 10'-0"
- Use site grading and drainage plan as a base sheet

- Location of all landscape lighting fixtures indicating type of fixture and light pattern
- Show all existing trees and major vegetation indicating sizes and species; indicate elements to be removed
- Soil preparation, staking techniques and planting methods for all trees
- Indicate erosion control methods to be used during the period when plants are becoming established
- Show all proposed trees by size and name; indicate size of mature trees
- Show location of all proposed plant material
- Include planting schedules with plant botanical and common names, sizes, quantities and spacing
- Provide conceptual irrigation plan indicating all equipment and type of irrigation by zone

2.1.6 SAMPLE COLOR AND MATERIAL BOARDS

Color and materials sample boards (two copies) shall not exceed 8 1/2" x 14". Manufacturer's brochure photo samples shall be submitted for roofing, exterior tiles, blocks and other materials which will not receive additional color or texture treatment. The Design Committee may require additional specifications and/or actual samples.

- Provide samples of all finish materials and colors including doors, door trim, window frames, etc.
- Samples of fencing and wall materials and colors shall be included or illustrated in color; brochure pictures are also acceptable

2.1.7 STATEMENT OF DEVIATIONS OR EXCEPTIONS

A statement identifying each "exception" from specific development requirements necessary to accommodate the design shall be submitted, to include an explanation of why it is necessary and the extent of the exception.

2.1.8 DESIGN SUBMITTAL REVIEW

When design documents are ready for review by the Design Committee, a Design Submittal Application, Application Fee and three (3) sets of the completed design documents are to be submitted to a designated Design Committee representative in exchange for a signed, dated acknowledgement of receipt. Within 15 days of receipt of the submittal, the Design Committee representative will determine if the submittal is complete. If the submittal is complete, then the Property Owner will be notified in writing. If the submittal is not complete, the Property Owner will be notified in writing and advised as to what information is lacking.

2.1.9 SUBMITTAL DETERMINED COMPLETE

Once the Design Submittal has been determined to be complete, the sequence of events leading to completion of Design Committee review can be summarized as follows:

1. Design Committee completes an initial review of the submittal.
2. A Design Committee hearing will be set for no more than 30 days after determination of completeness of submittal;
3. The neighboring Property Owners will be notified of pending review hearing in accordance with Section 2.3 – Meeting Notification.

4. At least seven (7) days prior to the date of the proposed hearing, the location of the major building corners are to be site staked on the lot according to the Design Submittal (include additional detail at any native tree e.g. decks, patios, etc.);
5. The Property Owners receiving notice shall have ten (10) days in which to submit to the Committee written comments or objections. Determination by the Design Committee shall not be finalized until the ten (10) day comment period has expired.
6. The Design Review Hearing will be coordinated by the Design Committee representative and attended by the Design Committee and Property Owner; Design Review Hearings result in one of the following determinations:
 - a. in compliance;
 - b. NOT in compliance
7. The Committee's final determination is subject to the review and approval of the Atascadero Community Development Department.

2.1.10 SUBMITTAL DETERMINED IN COMPLIANCE

Once the Design Committee has determined that the Design Submittal is in compliance with the Declaration, the Property Owner may proceed with submitting Construction Documents to the City of Atascadero Community Development Department for approval. The Design Committee's determination shall remain in force for one year and may be extended, upon written application to the Design Committee, in 6 month increments.

2.2 DESIGN REVIEW for MINOR IMPROVEMENTS

This simplified procedure exists for obtaining Design Committee review for minor improvements. Once the improvements have been defined, the Property Owner should contact the Design Committee for an informal review to determine if the improvements are "minor". If in the sole opinion of the Design Committee a proposed improvement does not qualify, then the work shall be classified as "major" and a Major Improvement Design Submittal will be required.

A minor project requires the submission of a "Minor Improvement Submittal Application" and shall include the following support material at a minimum:

- Color and materials board
- Site and building photos
- Dimensioned drawings
- Product information
- Arborist's report (if improvement affects any native trees)
- Application Fee

The actual requirements of the submittal will vary depending upon the nature and size of the proposed improvement. The Property Owner should check in advance with the Committee as to what the actual requirements will be for its Project Submittal.

2.3 MEETING NOTIFICATION

The neighboring Property Owners will be notified of pending review hearing; neighboring lots include:

1. Parcel directly adjacent to the subject parcel;

2. Properties which are within 600 feet of the subject parcel;

It is the sole responsibility of the Property Owner of the subject parcel to send written notices no less than ten (10) days prior to the date of hearing. The Property Owner shall provide to the Design Committee written proof that the notices have been sent to the neighboring Property Owners. This proof shall take the form of signatures of the neighboring Property Owners or certified mail receipts. Attached Form D – Meeting Notice has been attached for your use.

SECTION 3 –FORMS

The forms provided in this section include the following:

Form A MAJOR IMPROVEMENT DESIGN SUBMITTAL APPLICATION (Section 2.1)

- Application Form A is used for Major Improvements.

Form B MINOR IMPROVEMENT DESIGN SUBMITTAL APPLICATION (Section 2.2)

- Application Form B is used for Minor Improvements.

Form C ADDENDA APPLICATION

- Application Form C is for revisions or additions to an existing application.

Form D MEETING NOTICE (Section 2.3)

- Form D or Meeting Notice is to be distributed to neighboring property owners notifying them of pending review hearing no less than ten (10) days prior to date of hearing.

OAK RIDGE ESTATES DESIGN COMMITTEE
Major Improvement Design Submittal Application (Form A)

LOT NO:	STREET ADDRESS:
Type of Submittal (Check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Initial Construction and/or Landscape <input type="checkbox"/> Site work Alteration or Addition (any work requiring a permit) <input type="checkbox"/> Home Alteration or Addition (work valued over \$5,000.00) <input type="checkbox"/> Landscape Alteration or Addition (over 4,000 square feet) 	

Property Owner

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

Architect/Designer

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

Engineer

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

Landscape Architect

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

General Contractor

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

OAK RIDGE ESTATES DESIGN COMMITTEE
Major Improvement Design Submittal Application (Form A)

The Design Committee ("Committee") was created pursuant to the "Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Oak Ridge Estates at 3F Meadows" ("Declaration") and exists at Oak Ridge Estates to maintain high standards for the design, development and use of the homes within the project. When a Property Owner wishes to construct a home or accessory structure, remodel an existing structure, install landscaping, substantially modify existing landscaping or conduct any activity which constitutes a "major improvement" as determined by the Committee, an application is required utilizing this form.

Fees related to design submittal review are calculated based on actual cost, with consideration given to the number of submittals under review, and their complexity. Standard costs, to be reimbursed to the Committee by the applicant in full, include, but are not limited to:

1. Design Review Meeting
 - a. Facility (if applicable)
 - b. Reproduction
 - c. Postage

Completion of the following pages will provide the Committee with the information necessary to review the proposed improvement for compliance with the Declaration, Project development conditions and restrictions as documented in the City of Atascadero Municipal Code. The items listed below must be included in the Design Submittal and will be considered by the Committee prior to the review of the proposed improvement. Please review, comply with and initial each item included in the space provided.

A. TOPOGRAPHIC STUDY (must be based on field survey)

- _____ 1. Minimum scale: 1" = 20' (include graphic scale, north arrow)
- _____ 2. Property lines dimensioned with bearings, distances and curve data including all setback and easement lines
- _____ 3. Study based upon Datum (assumed datum is not acceptable); Bench Mark to be noted
- _____ 4. Contours at 1 foot maximum intervals (label contour lines)
- _____ 5. Existing trees noting locations and diameters of trunks 2 inches or greater, tree species and showing drip lines
- _____ 6. Existing terrain features including: (indicate materials)
 - _____ a. wooden boundary guidance markers
 - _____ b. drainage swales, structures, including roof and hardscape runoff
 - _____ c. rock outcroppings
 - _____ d. driveway aprons, sidewalks
 - _____ e. retaining walls
 - _____ f. septic tank and leech field
 - _____ g. fencing
- _____ 7. Existing structures on and within 20 feet of property
- _____ 8. Utility lines and service stub-outs including water, sewer, electric, telephone, cable T.V, gas
- _____ 9. Information to be presented on 24" x 36" (maximum) wide drawing sheets with a 1" minimum border on the left margin and 1/2" border on remaining margins, bound on left side. Each sheet shall have a title block with the address and Lot number, property owner's name, preparer's name and signature, sheet title, date of preparation, and north arrow.
- _____ 10. Prepared & signed by qualified licensed land surveyor or civil engineer

B. SITE PLAN

- _____ 1. Must be overlaid upon Topographic Study

OAK RIDGE ESTATES DESIGN COMMITTEE
Major Improvement Design Submittal Application (Form A)

- 2. Building locations (houses, garages, out buildings, decks, adjacent homes)
- 3. Dimensions to property lines
- 4. Disposition of all existing trees greater than 2" in diameter (i.e., save, remove, prune, transplant) including tree protection measures and locations; description of the degree of pruning if needed
- 5. Landscape elements (pools, spas, decks, patios, etc.)
- 6. Finished floor elevations & key spot elevations
- 7. Utility line connections to house & other structures (electric, water, telephone, cable T.V., gas)
- 8. Trash receptacle location and screening
- 9. Utility meter location and screening
- 10. Proposed primary view; neighboring views
- 11. Constructing staging and access areas including construction debris & materials storage areas
- 12. Temporary structures including portable restroom, materials storage shed, etc
- 13. Location and type of all exterior lighting
- 14. Fencing and/or privacy screening

C. PRELIMINARY GRADING & DRAINAGE PLAN

- 1. Must be overlaid upon topographic study
- 2. Limits of disturbance
- 3. Finished contours & key spot elevations
- 4. Indicate cut/fill slope ratios (horizontal to vertical)
- 5. Location, configuration, height, materials, and color of proposed retaining walls. (Contact City of Atascadero Planning Department for pre-approved wall specifications)
- 6. Conceptual drainage from all ground and other surfaces to points of discharge at street or at adjacent properties (include description of methods & devices utilized in order to prevent undue concentration or velocity on adjacent properties)
- 7. Finish floor elevations & provision for positive drainage away from all structures
- 8. Amount, type and location of fill and/or excavation materials on site or to be imported to or removed from the site
- 9. Designate newly created banks and slopes & describe general methods & devices for overall erosion control
- 10. Driveway location and minimum grade
- 11. Special utility trenching

D. PRELIMINARY TREE REMOVAL & PROTECTION PLAN (may be incorporated into Site Plan)

- 1. Disposition of all existing trees greater than 2" in diameter Shown on Page or in Section: _____
- 2. Tree Protection Fencing Shown on Page or in Section: _____
- 3. Special Utility Trenching Shown on Page or in Section: _____
- 4. Tree Replacement Provisions Shown on Page or in Section: _____
- 5. Location of existing/proposed plant material (size and type) Shown on Page or in Section: _____
- 6. Identify all elements to be removed or trimmed Shown on Page or in Section: _____

OAK RIDGE ESTATES DESIGN COMMITTEE
Major Improvement Design Submittal Application (Form A)

_____ 7. Use of native plant materials in transition areas Shown on Page or in Section: _____

E. PRELIMINARY FLOOR PLAN(S)

- _____ 1. Minimum scale: 1/8" = 1'0", showing overall dimensions of rooms, etc.
- _____ 2. Door, window and skylight openings
- _____ 3. Walls and partitions
- _____ 4. Stairways
- _____ 5. Exterior lights
- _____ 6. Decks and porches
- _____ 7. Electric meter location
- _____ 8. North arrow
- _____ 9. Trash receptacles (locations, how screened and access)
- _____ 10. Type and location of heating system and cooling system (if planned)
- _____ 11. Calculations of allowed and proposed square footage

F. PRELIMINARY ELEVATIONS

- _____ 1. Scale: All elevations, 1/8" = 1'0", showing overall dimensions of rooms, etc.
- _____ 2. All exterior building features (roof, siding, fireplaces, railings, trims, foundations, house numbers, lighting fixtures, etc.
- _____ 3. Door, window and skylight openings
- _____ 4. Electric meter locations & screening
- _____ 5. Note all material and finishes – call out manufacturers and models where known, including for windows, door siding, etc.
- _____ 6. IMPORTANT: Show both the original and the finish grades & elevations of the site, the proposed structure's floor line elevations, and the roof ridge line & peak elevations (all per City of Atascadero datum)
- _____ 7. All exterior views must be depicted

G. PRELIMINARY LANDSCAPE PLANS (must be separate plan)

- _____ 1. Minimum scale: 1" = 10'
- _____ 2. North arrow
- _____ 3. Must incorporate Preliminary Grading Plan finished contours
- _____ 4. Existing trees and major vegetation showing sizes, species, and those elements to be removed or trimmed.
- _____ 5. All property lines, property guidance markers, existing fencing, monumentation and plantings, driveway apron, setbacks and easement
- _____ 6. All existing and proposed drainage structures
- _____ 7. Existing and proposed utility lines (electric, water, sewer telephone, cable T.V., gas)
- _____ 8. Locations, lay-out and horizontal dimensions of all structures constituting existing and proposed improvements, including out-buildings, decks, patios, pools, spas, retaining walls, fences, gates, etc.
- _____ 9. Driveways, sidewalks, walkways and parking
- _____ 10. Planting schedules with plant names and sizes, including common names

OAK RIDGE ESTATES DESIGN COMMITTEE
Major Improvement Design Submittal Application (Form A)

J. ATTACHMENTS

- _____ 1. Application Fee \$: _____
- _____ 2. Statement identifying each deviation from a Requirement; No. of Pages _____
- _____ 3. Other attachments No. of Pages _____

K. STATEMENT OF DEVIATIONS OR EXCEPTIONS

A statement identifying each "exception" from specific development requirements needed to accommodate the design.

L. APPLICANTS ACKNOWLEDGEMENT

I certify that to the best of my knowledge the information contained in this submittal is true and correct.

Printed Name of Owner/Representative: _____

Signature of Owner/Representative: _____

Executed on (date) _____ at (City) _____

FOR COMMITTEE USE ONLY:

- 1. Date Application Received by Committee: _____
(Should coincide with the date of Committee's written receipt for the submittal provided to Property Owner)
- 2. Date Application Determined Complete: _____
- 3. Date Notice of Complete Application Sent to Applicant _____
- 4. Date Notices of Hearing Sent to Applicant: _____
- 5. Date of Initial Noticed Hearing _____

OAK RIDGE ESTATES DESIGN COMMITTEE
Minor Improvement Design Submittal Application (Form B)

LOT NO:	STREET ADDRESS:
Type of Submittal (Check all that apply): <input type="checkbox"/> Site work Alteration or Addition (any work not requiring a permit) <input type="checkbox"/> Home Alteration or Addition (work valued under \$5,000.00) <input type="checkbox"/> Landscape Alteration or Addition (under 4,000 square feet)	

Property Owner

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

Architect/Designer

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

Engineer

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

Landscape Architect

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

General Contractor

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

OAK RIDGE ESTATES DESIGN COMMITTEE
Minor Improvement Design Submittal Application (Form B)

The Design Committee ("Committee") was created pursuant to the "Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Oak Ridge Estates at 3F Meadows" ("Declaration") and exists at Oak Ridge Estates to maintain high standards for the design, development and use of the homes within the project. The Design Submittal Process allows for a Minor Project Submittal Application for property improvements which, in the sole discretion of the Design Committee, are considered "minor" in nature, i.e., which do not merit extensive plans and specifications. A project requiring a deviation from a Requirement or an exception from a Standard shall not be considered a minor improvement.

The actual requirements of the Minor Improvement Design Submittal will vary depending upon the nature and size of the proposed improvement. The specific initial minimum requirements for this particular application, as determined by the Committee, are to be as set forth herein. This Form is initially to be completed by or in the presence of a Committee representative. The brackets ("[]") marked by the Committee Representative (and other materials designated) indicated the specific initial minimum requirements of this Project Submittal. The Committee reserves the right to require additional information, if, after review of the initial submittal, it is determined that there is still insufficient information to make a fully informed evaluation and determination.

Fees related to design submittal review are calculated based on actual cost, with consideration given to the number of submittals under review, and their complexity. Standard costs, to be reimbursed to the Committee by the applicant in full, include, but are not limited to:

1. Design Review Meeting
 - a. Facility (if applicable)
 - b. Reproduction
 - c. Postage

The marked brackets (and other materials designated) indicate the items which must be included in the Minor Project Submittal Application. Please review, comply with and initial each required item in the space to the left of the number.

A. EXISTING CONDITIONS ON SITE & ON SURROUNDING SITES

- _____ 1. [] Topographic Study
_____ 2. [] Other _____

B. PROPOSED NEW IMPROVEMENTS

- _____ 1. [] Site Plan
_____ 2. [] Tree Removal and Protection Plan
_____ 3. [] Grading and Drainage Plan
_____ 4. [] Foundation Plan
_____ 5. [] Floor Plans
_____ 6. [] Lighting Plan
_____ 7. [] Elevations
_____ 8. [] Roof Plan
_____ 9. [] Longitudinal & Transverse Sections
_____ 10. [] Auxiliary Plans & Details
_____ 11. [] Landscape Plans
_____ 12. [] Other _____

OAK RIDGE ESTATES DESIGN COMMITTEE
Minor Improvement Design Submittal Application (Form B)

C. OTHER INFORMATION NECESSARY FOR COMMITTEE REVIEW

- _____ 1. Color & Materials Board
- _____ 2. Site & Building Photos
- _____ 3. Product Information
- _____ 4. Arborist's Report
- _____ 5. Improvements Marked on Ground
- _____ 6. Other _____

D. ATTACHMENTS

- _____ 1. Application Fee in the amount of: \$ _____
- _____ 2. Other _____

E. COMMITTEE APPROVAL PROCEDURE

- _____ 1. Administrative Recommendation and Committee Review & Approval Only (routine agenda)
- _____ 2. Committee Hearing Deemed Necessary
 - _____ a. Notification of Neighbors
 - _____ b. Other _____

F. ACKNOWLEDGEMENTS

Design Committee

The initial minimum requirements for the Minor Project Submittal Application were established by the Committee and set forth herein by me or in my presence. The Committee reserves the right to require additional information if, after reviewing the initial submittal, it determines there is still insufficient information to make a fully informed evaluation and decision.

Signature of Committee Representative: _____

Executed on (date) _____ at (City) _____

Owner/Representative

I certify that to the best of my knowledge the information contained in this submittal is true and correct.

Printed Name of Owner/Representative: _____

Signature of Owner/Representative: _____

Executed on (date) _____ at (City) _____

OAK RIDGE ESTATES DESIGN COMMITTEE
Minor Improvement Design Submittal Application (Form B)

FOR COMMITTEE USE ONLY:

1. Date Application Received by Committee: _____
(Should coincide with the date of Committee's written receipt for the submittal provided to Property Owner)
2. Date Application Determined Complete: _____
3. Date Notice of Complete Application Sent to Applicant _____
4. Lots Determined Entitled to Notice of Initial Hearing _____
5. Date Notices of Hearing Sent to Applicant: _____
6. Date of Initial Noticed Hearing _____

**OAK RIDGE ESTATES DESIGN COMMITTEE
ADDENDA APPLICATION (Form C)**

LOT NO:	STREET ADDRESS:
Type of Submittal Being Supplemented: <input type="checkbox"/> Major Improvement Design Application Submittal <input type="checkbox"/> Minor Improvement Design Application Submittal Date of Original Submittal _____ The Original Submittal <input type="checkbox"/> has <input type="checkbox"/> has not been determined in compliance by the Committee. Date of this Supplement _____	

Property Owner

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

MATERIALS

No. of Copies	Description

**OAK RIDGE ESTATES DESIGN COMMITTEE
Meeting Notice (Form D)**

LOT NO:	STREET ADDRESS:
Type of Submittal (Check all that apply): <input type="checkbox"/> Minor Improvement Design Application Submittal <input type="checkbox"/> Major Improvement Design Application Submittal <input type="checkbox"/> Site work Alteration or Addition (any work requiring a permit) <input type="checkbox"/> Home Alteration or Addition (work valued over \$5,000.00) <input type="checkbox"/> Landscape Alteration or Addition (over 4,000 square feet) <input type="checkbox"/> Other Alteration or Addition (requiring review per Design Manual or Declaration) Description: _____	

The Design Committee has received above noted design submittal application from the Property Owner below. The property in question is adjacent to your property and may impact you in some regard. The Design Committee encourages you to attend the review meeting at the time and location identified below. Any immediate concerns should be submitted in writing to the Property Owner, or the Committee, prior to the meeting to ensure they are addressed.

Property Owner

Name:			
Contact:			
Address:			
Home: ()	Work: ()	Fax: ()	Cell: ()
Email:			

Meeting

Date:	
Time:	
Location:	

The submitting Property Owner may obtain the signature of neighbors to avoid delays. (Optional)

We, the adjacent Property Owners of the above, have reviewed the plan submitted with our neighbor. We are satisfied there is nothing shown in the plan or discussed with the neighbor that is not acceptable to us.

Name:		Name:	
Signature:		Signature:	
Address::		Address::	

Name:		Name:	
Signature:		Signature:	
Address::		Address::	

*USE BACK OF FORM IF ADDITIONAL SPACE IS NEEDED