

**APPENDIX A:
RESIDENTIAL APPLICATION FORM**

**THE RESERVE AT BEAR LAKE
SITE AND ARCHITECTURAL REVIEW COMMITTEE (SARC)**

Homestead number _____
Application Date: _____
Application Fee: _____

Check the appropriate box (es) for this application.

TYPE OF REVIEW	PRE-PLANNING MEETING	CONCEPTUAL REVIEW	FINAL PLAN REVIEW
New single-family Residence			
New Accessory Structure • Other (specify) _____			
Structure Renovation	N/A		
Site/Landscape Modification	N/A		
Miscellaneous (specify) _____			

GENERAL SUBMITTAL INFORMATION:

- An application will be deemed complete and accepted only after all information requested below and on the Checklist for Plan Evaluation is provided to the Site and Architectural Review Committee. (SARC).
- All plans must conform to the provisions of the Covenants, Conditions and Restrictions of The Reserve at Bear Lake (the "CC&R's") and the Design and Development Guidelines (the "Guideline's").
- The appropriate fee must accompany the application (see attached Schedule).
- Please contact a SARC representative with any questions about the application.

As the owner of the above-referenced homestead, I hereby authorize this application and I acknowledge that I have read and will comply with all of the provisions contained in the CC&R's and Guidelines including the Construction Management Standards of The Reserve at Bear Lake.

Owner's Signature: _____
Printed Name of Signatory: _____
Date: _____

SECTION I - CONTACT INFORMATION

A. Name of Owner(s):	_____	
Mailing Address:	_____	
Telephone: ()	_____	Fax: () _____
E-mail address	_____	
B. Name of Applicant:	_____	Firm: _____
Relationship to Owner(s):	_____	
Mailing Address:	_____	
Telephone: ()	_____	Fax: () _____
E-mail address	_____	
C. Name of Architect or Designer:	_____	Firm: _____
Mailing Address:	_____	
Telephone: ()	_____	Fax: () _____
E-mail address	_____	

SELECTION II – PROJECT DATA

A. Lot Acreage:	_____
B. Development Envelope Acreage:	_____
C. Proposed Floor Area:	_____ sq. ft.
Primary Unit:	_____ sq. ft.
Secondary Unit:	_____ sq. ft.
Accessory Unit:	_____ sq. ft.
Accessory Unit:	_____ sq. ft.
Garages:	_____ sq. ft.
Undeveloped:	_____ sq. ft.
Total:	_____ sq. ft.
D. Number of Bedrooms, All Units:	_____
E. Number of Covered Parking Spaces:	_____
Number of Uncovered Parking Spaces:	_____
Total Parking	_____

SECTION II – PROJECT DATA (CONTINUED)

F. Number of Kitchens: _____
Number of Bathrooms: _____
Number of Fireplaces: (a) Gas: _____
(b) Wood burning: _____

G. Proposed Building Height: _____ feet.
(Submit drawing of building height calculations drawn over building elevations).

H. List of Materials

Building	Type of Material	Specifications, Product color
Roof (Pitch is _____)	_____	_____
Other Wall Materials	_____	_____
Utility Meters (Locate on plans)	_____	_____
Fascia	_____	_____
Soffits	_____	_____
Windows	_____	_____
Window Trim	_____	_____
Exterior Doors	_____	_____
Garage Doors	_____	_____
Door Trim	_____	_____
Hand or Deck Rails	_____	_____
Flues, Caps	_____	_____
Flashings	_____	_____
Chimney Enclosures	_____	_____
Trash Enclosures (Locate on plans)	_____	_____
Greenhouses	_____	_____
Exterior Lighting Fixtures (Attach cut sheets)	_____	_____
Gutters	_____	_____

SECTION III – STRUCTURE RENOVATION

A. Describe structure(s) and proposed renovation:

B. Plan requirements:

- 1) Submit photographs or previously approved plans
- 2) Submit one (1) full-size set and one (1) 11" x 17" reduction set of plans as appropriate

SECTION IV – SITE/LANDSCAPE MODIFICATION

A. Describe proposed site/landscape modification:

B. Plan requirements:

- 1) Submit photographs or previously approved plans.
- 2) Submit one (1) full-size sets and one (1) 11" x 17" reduction sets of plans as appropriate

CHECKLIST FOR PLAN EVALUATION

NECESSARY INFORMATION ON ALL DRAWINGS

- ☐ Homestead number, date, and scale
- ☐ North arrow
- ☐ Plans

NECESSARY INFORMATION ON SITE PLANS

- ☐ Existing and proposed contours at two foot intervals (will be provided from developer on request)
- ☐ All property lines
- ☐ Proposed limits of the development envelope and the driveway corridor
- ☐ Driveway grades
- ☐ Existing and proposed utilities, and utility easements
- ☐ Limits of site disturbance
- ☐ Footprints of all proposed structures and other site improvements
- ☐ Exterior lighting locations
- ☐ Calculation of total site coverage (not to exceed 50% of total lot area..)
- ☐ Proposed finish grades and ground floor elevations
- ☐ Proposed building heights above existing grade.

NECESSARY INFORMATION ON BUILDING PLANS

- ☐ Proposed finish floor elevations on each level
- ☐ Roof ridge heights above existing grade (in section)
- ☐ Building dimensions for all structures
- ☐ Floor area calculations for the primary structure, guest house, and out-building

CHECKLIST OF SUBMISSION REQUIREMENTS FOR PRE-PLANNING MEETING

- ☐ Completed application form (Appendix A)
- ☐ Fee \$ _____ (see Appendix B)

CHECKLIST OF SUBMISSION REQUIREMENTS FOR CONCEPTUAL DESIGN REVIEW

- ☐ Plan drawings" one (1) set of full size blueprints at 1" = 20' and five (5) sets of 11" x 17" reductions for each of the following:
 - Conceptual site/ grading plan
 - Conceptual building floor plans
 - Conceptual roof plan
 - Conceptual building sections and elevations
 - Preliminary landscape plan
 - Description of preliminary choices of finishes, materials, and colors

CHECKLIST OF SUBMISSION REQUIREMENTS FOR FINAL PLAN REVIEW

- ☐ Updated application form
- ☐ Compliance deposits
- ☐ Plan drawings one (1) set of full size blue prints at 1" = 20' and one (1) set of 11" x 17" reductions for each of the following:
 - o Final site plan
 - o Final landscape plan
 - o Final building floor plans
 - o Final building sections and elevations
 - o Construction details as necessary to illustrate design intent for buildings, site features and accessory elements, including entry monuments and gates
 - o Exterior lighting plan
 - o Development phasing plan, if applicable
 - o Construction staging plan
 - o Temporary erosion control and tree protection plan
 - o Final material samples, specifications, product cut sheets, and color samples

CHECKLIST FOR EVALUATING SITE PLANS

VISIBILITY AND SETBACKS

- ☐ All site improvements contained within the development envelope
- ☐ Minimal visibility of primary structures from a distance
- ☐ No intrusion of structures into neighbors' primary view corridors
- ☐ All setbacks must meet minimums set by Bear Lake County.

DRIVEWAYS

- ☐ Alignment minimizes cuts and fills and disturbance of natural vegetation
- ☐ Safe point of access from road
- ☐ Driveway width (minimum 15 feet)

PARKING

- ☐ Parking spaces consistent with number of bedrooms.
- ☐ Three parking spaces covered, attached or detached garage
- ☐ No excessively large paved areas

GRADING AND DRAINAGE

- ☐ Screening berms natural in form
- ☐ Minimal disturbance to natural drainages
- ☐ Drainage resolved on-site; no concentrated drainage onto neighboring properties
- ☐ Bridges and culverts indicated where necessary

RETAINING WALLS

- ☐ Walls over four (4) feet in height certified by a civil or structural engineer
- ☐ No walls over eight (8) feet in height
- ☐ Walls attached to building foundations preferred
- ☐ Stone or other facing materials compatible with architecture of the house
- ☐ No concrete block, raw poured-in-place concrete

UTILITIES AND WAST DISPOSAL

- ☐ All utility lines underground
- ☐ Utilities within the driveway corridor, or alternate alignment to be approved
- ☐ Utility easements indicated on site plan
- ☐ Transformers and other above-ground utility boxes in screened location
- ☐ Satellite dishes screened and non-reflective black
- ☐ Septic system design certified by civil engineer (if applicable)

- ☐ Specific location of septic system approved by Bear Lake County Health Department (if applicable)

PLANTING

- ☐ All disturbed areas adequately re-vegetated with native plants
- ☐ Transition from structured to natural landscape well detailed
- ☐ No non-native plant species outside the development envelope
- ☐ Species appropriate for microclimate conditions
- ☐ Planting design compatible with patterns in natural vegetation
- ☐ Minimum conifer size six (6) feet, with 50% over eight (8) feet in height
- ☐ Minimum caliper size of deciduous trees 1 – ½ inches, with 50% over 2 inches
- ☐ Thinning of vegetation outside the development envelope only with approval
- ☐ Removal of existing trees only with approval
- ☐ Lawn area minimized and contained within the immediate area of the residence

WATER

- ☐ Water connection approved by SARC
- ☐ Water meter required
- ☐ Drip or spray irrigation systems only; soil moisture monitoring device required

EXTERIOR LIGHTING

- ☐ No direct light sources visible from off-site vantage points
- ☐ No site lighting outside the development envelope and the driveway corridor
- ☐ No floodlights or “moonlighting”

FENCING, SIGNAGE AND GATES

- ☐ Materials to match the architecture of the residence or an approved rail fence design
- ☐ No fences along the driveway
- ☐ Design for address signage compatible with The Reserve’s stone motif
- ☐ Address monuments no larger than four (4) feet in any dimension
- ☐ Entry gates set back from road and four (4) feet wider than driveway
- ☐ Gates operable in owners’ absence for emergency and snowplowing

PETS

- ☐ Dog runs and animal pens enclosed and covered
- ☐ Trash area completely enclosed

CHECKLIST FOR EVALUATING BUILDING DESIGN

ARCHITECTURAL VOCABULARY

- ☐ Building compounds unified by consistent architectural elements and materials

BUILDING FORM, HEIGHT, AND MASSING

- ☐ Building sighting and massing responsive to natural topography
- ☐ Maximum building height 32 feet, lower on open, flatter sites
- ☐ Structures not visually prominent from adjoining homesteads

ROOFS

- ☐ Predominant roof pitch not less than 6 in 12 nor more than 12 in 12
- ☐ No large, unbroken expanses of roof area
- ☐ No long, uninterrupted ridgelines
- ☐ Non-reflective roof materials
- ☐ Colors that blend with those of the natural landscape
- ☐ Wooden shingles permitted only if approved by Fire Marshal
- ☐ No glazed or barrel tiles
- ☐ Entries, pedestrian areas and parking areas protected from snow shedding

WALLS AND WINDOWS

- ☐ Walls planes stepped and layered to avoid large, uninterrupted façade
- ☐ Detailing of windows and doors to give relief to the façade
- ☐ Natural building materials (stone, wood, logs, shingles)
- ☐ Stucco use limited; only in combination with other materials
- ☐ Colors to blend with those of the natural landscape
- ☐ No untreated aluminum or metal window frames; no mirrored glass
- ☐ Foundation walls of durable materials, preferably stone or timbers
- ☐ Overhead decks well supported; no exposed posts

ENERGY CONSERVATION, FIREPLACES, CHIMNEYS AND VENTS

- ☐ Energy conservation measures incorporated into building plans
- ☐ Number and type of fireplaces indicated on plans
- ☐ Fireplaces in compliance with County standards
- ☐ Chimneys of inflammable material, preferably stone or masonry
- ☐ Non-reflective flues and vents
- ☐ Approved spark arresters or screens or chimney outlets
- ☐ Vents concealed and protected from damage by snow creep and snow shedding

FIRE PROTECTION AND WILDFIRE MANAGEMENT

- ☐ Roof materials rated U.L. Class A or approved by PCFSD
- ☐ Main water lines six inches minimum diameter
- ☐ Water service lines to individual residences 1 – ½ inches minimum diameter
- ☐ Fuel breaks within 30 to 100 feet of structures

CONSTRUCTION MANAGEMENT CHECKLIST

- ☐ Construction staging and material storage areas identified on site plan
- ☐ Temporary erosion control measures specified on site plan
- ☐ Topsoil storage area identified on site plan
- ☐ Trees to be retained and tree protection fencing identified on site plan