

QUIET WATER - DESIGN REVIEW COMMITTEE

SUBMITTAL GUIDELINES

Version 07-2021

WRITTEN REQUEST:

Provide written request to Design Review Committee (DRC). Describe what is being requested. Provide owner's full name, current mailing address, telephone number, and email address. Provide property address, and written description of proposed work / improvements. The request may be in the form of an email to the DRC Chair Person, or mailed letter.

WRITTEN SUMMARY:

Provide written summary of how the requirements of Quiet Water CC&R's (June 9, 2018) and "Guidelines, Procedures and Practices of the Design Review Committee" (June 8, 2019) pertaining to the proposed work were met. I.e setbacks, design requirements, height restrictions, etc. Address each applicable Standard or Requirement. Provide calculations for maximum building height and lot coverage as noted below. Inclusion of this Summary is not mandatory, but will speed the DRC review process.

For REPAIRS:

For repairs not involving any changes to the structure's configuration, but only changes to materials and/or colors: Provide manufacturer's color chips for paints and stains, clearly showing the color name and number. For re-roofing, provide shingle manufacturer and color – must be a single color (not mottled) in dark gray to black, per "Guidelines". Examples would be repainting, replacement of roofing, replacement of windows & doors, replacement / addition of gutters and downspouts, etc.

For NEW CONSTRUCTION or REMODELS / ADDITIONS:

During design of your project, carefully consult the Guiding documents (Quiet Water CC&R's (June 9, 2018) and "Guidelines, Procedures and Practices of the Design Review Committee" (June 8, 2019). Make sure each and every limitation and requirement is met, and reflected in your submittal to the DRC. Failure to do so may cause delay in the reviewing of your submittal and/or rejection of the Submittal.

REVIEW SUBMITTALS:

For First Review, submit Written Request, Written Summary, one full-size set of drawings, PDF file for each drawing sheet, and Samples. Make sure the PDF's CLEARLY show all line work, lettering, etc.

For Second Review (after making any corrections, additional information, clarifications, etc. as requested by DRC (or when notified by DRC that the First Review submittal is acceptable without revisions), submit three (3) full size sets of drawings, and PDF files for each drawing sheet. Make sure the PDF's CLEARLY show all line work, lettering, etc. Owner will receive two (2) sets of approved full-size drawings and an email or letter indicating Approval. Approval may carry Stipulations. The DRC will retain one copy of full-size drawings.

DRAWINGS:

Drawing format:

All dimensions, lettering, line work, etc. shall be of a size as to be readable when the drawing is reduced for PDF file as noted above. Date each submittal and each drawing sheet.

SURVEY: Provide Boundary and topographical survey of lot for all new construction. For Additions or remodels where no changes to site drainage are undertaken, and where an accurate site plan of existing construction is provided, no survey is required but property corners must be staked.

SITE PLAN:

Provide Site Plan, **to scale** showing: north arrow, graphic scale, existing ground contours, proposed finished grade contours, outline of proposed structure, overhangs, decks, stairs, and other physical features. Site Plan shall be fully dimensioned, showing required setbacks, all structure overall dimensions, and dimensions* of the structure to property lines. If applicable, also show location of any ground-mounted HVAC equipment and satellite dishes. (Contour information may be omitted where no changes to site drainage are undertaken, and where an accurate site plan of existing construction is provided.)

* Dimensions of structure to property lines shall be the closest point that the structure is to the property line, measured at right angle to property line, at all sides of the structure.

Provide on the Cover Sheet or Site Plan sheet, full calculations for maximum building height as prescribed in Quiet Water requirements, and City of Yachats and Lincoln County Ordinances.

Provide on the Cover Sheet or Site Plan sheet, lot coverage calculations – structure footprint (to exterior face of exterior walls) to Lot Area.

FLOOR PLANS:

For New Construction: Provide fully dimensioned Floor Plan, **to scale** with north arrow and graphic scale, showing all exterior door and window locations, any “pop-outs”, decks, stairs, overhanging elements such as roof lines (dashed line). Dimensions shall be complete and include all exterior physical features.

For Additions and Remodels: Provide dimensioned Floor Plan, **to scale** with north arrow and graphic scale, showing overall structure footprint, decks, stairs, overhanging elements such as roof lines (dashed line). Indicate proposed changes / additions, etc. Dimension new elements to existing structure.

EXTERIOR ELEVATIONS:

For New Construction: Provide Exterior Elevations, **to scale** with with graphic scale, showing all exterior door and window locations and configurations, exterior lighting locations, flue locations and heights, any “pop-outs”, decks, stairs, railings, and overhanging elements such as roof lines. Dimension all heights (top of plate, heights of each physical element, overall height, etc.), and all overhangs. Indicate roof slopes of all roof elements. Clearly indicate and label all proposed materials, finishes, and colors.

For Additions and Remodels: Provide Exterior Elevations, **to scale** with with graphic scale, showing all existing exterior elements and configuration of proposed addition / remodel work. Dimension all heights pertaining to Addition / Remodel location. Indicate all roof slopes of existing roofs and new roof elements. Clearly indicate all exterior lighting locations, proposed materials, finishes, and colors. Submittal shall clearly show what is being proposed and how it relates to the existing structure.

CROSS-SECTION:

For New Construction & Additions and Remodels involving exterior changes: Provide at least one Building Cross Section, **to scale**, taken at a location that best describes the proposed work and its relationship to the property. Label and dimension all heights and overhangs, and show roof slopes.

LANDSCAPE PLAN:

If Landscaping is to be included, provide landscape plan showing all structures, proposed finished grade contours, retaining walls, plantings, walkways, etc. Clearly indicate all materials, plant material names, etc. Refer to above noted CC&Rs and “Guidelines, Procedures and Practices of the Design Review Committee” for plant material guidelines. Landscape plan may be submitted later (but prior to landscape work) as a separate Design Review submittal.

SAMPLES & MATERIALS:

Provide samples / color-chips of proposed building colors (main colors and trim colors), indicating manufacturer name, color name and color number. Provide brochure or sample of proposed roofing materials, clearly indicating proposed colors and textures – must be a single color (not mottled) in dark gray to black per “Guidelines”. Provide brochure for windows, clearly describing manufacturer and model number, materials, configurations and proposed frame colors. Provide cut sheets or photographs of all proposed exterior lighting fixtures (See ordinance advisory below).

ADVISORY:

With the exception of exterior lighting, Quiet Water Design Review does not check for City of Yachats or Lincoln County Zoning Ordinance or building code requirements. It is the responsibility of the person making the submittal to check and conform with requirements thereof prior to submitting to Quiet Water Design Review.

Exterior Lighting: Quiet Water DRC review will include checking for compliance with City of Yachats Lighting Ordinance 368 (Yachats Municipal Code 9.42). Compliance with required cut-off exterior lighting fixtures, and prevention of “trespass lighting” as specified therein is required.