

Promontory Architectural Review Committee

Design Review Application

Purpose

The Design Review Process and Application have been established to insure that a proposed project is compatible with historical, scenic, or community values; provides for good site design and safety; is compatible with applicable Design Guidelines, the Master Declaration of Covenants, Conditions and Restrictions, and Specific Plan Policy; and conforms to applicable County ordinances.

The Promontory Architectural Review Committee

The Promontory Architectural Review Committee (PARC) or the “Committee” will review all designs, plans and construction to assure:

- Primary site design issues have been adequately considered,
- Excellence in architectural design, and
- The special landscape potential of the homesite is addressed.

The Committee has the authority to approve or disapprove individual building and landscaping plans. The Committee does not seek to restrict individual creativity or preferences, but rather maintain within the overall community the aesthetic relationship between homes, natural amenities, and surrounding neighbors.

The Committee will use the Design Guidelines for the purpose of review, but may individually consider the merits of any design due to special conditions that, in the opinion of the committee, provide benefits to the adjacent areas, the specific site, or the community as a whole.

Prior to the commencement of any site work or construction activity, the property owners must submit an Application for Approval of such work. Approval by the Committee must be received prior to the start of any clearing, grading, construction or landscaping. The authority to approve or disapprove building and landscape plans is provided by the CC&Rs for The Promontory.

It is recommended that all interested parties familiarize themselves with the Design Guidelines and CC&Rs prior to commencement of any design work. The Committee encourages utilization of professional designers and builders who have acquainted themselves with the Promontory Design Guidelines, Specific Plan and County Codes and Regulations, and who have demonstrated an understanding of the quality and standards that will be required at The Promontory. A licensed architect, engineer and landscape architect shall prepare all plans and designs.

The Committee's address and members are as follows:

Meeting Address: 8303 Sierra College Blvd., Suite 110
Roseville, CA. 95661

Members: Michael McDougall
Tony Zogopoulos
Larry Ito

Design Review Process

The Design Review Process entails three steps: the Pre-Design Conference, Preliminary Design Submittal, and the Final Design Review. The Pre-Design Conference consists of a pre-submittal meeting where the Committee is informed of the homeowner's design concept; though this is not required, it is highly recommended. The Preliminary Design Review requires that the homeowner submit two sets of the preliminary plans, the Application Form, and the Review and Processing Fee discussed below. For the Final Design Review, the homeowner is to submit to the Committee two sets of all plans (listed later in this application form), a finalized Application Form, and details in regard to the home design. A detailed description of each of these stages can be found in Section I.J, titled Procedural Flow Chart, in the Design Guidelines.

The Review and Processing Fee

A deposit fee of \$3,000.00 and a processing fee of \$1000.00 is to be paid at the Preliminary Design Submittal stage.

The \$1,000.00 processing fee is to cover the Architectural Review Committee expenses incurred with Architectural review, site inspections and final inspection reports.

The \$3,000.00 deposit will remain in an account on behalf of the buyers and will be refunded to buyer if the Architectural Review Committee determines that the home was constructed per approved plans (including landscaping plans) and there is no physical damage to the streets, sidewalks or any other common improvements. If it is determined that the entire deposit will not be refunded to buyer, a full detailed accounting will be provided to explain the expenses incurred.

Please make checks payable to "Network Promontory."

The Completed Application Form

After preliminary review approval of the materials and design concept, the owner must submit the completed Application Form, along with a final set of blueprints, a detailed site plan of the home, including grading and drainage plans and a fencing, landscaping and irrigation plan showing type, size and quantity of plant material, for final design approval.

The Application for Approval, Review and Processing Fee, and all other materials necessary for the Committee to approve a residence must be sent to:

The Promontory Community Association
Architectural Review Committee
8303 Sierra College Blvd., Suite 110
Roseville, CA 95661

The Committee will review the plans and contact the owner within 30 calendar days. If the Committee or the applicant so desire, meetings between the owner and the Committee shall be held during the following week to review the Committee's comments. Plans needing to be extensively modified will be denied and will have to be resubmitted. The Committee will retain the final drawings until construction is completed and compliance with approval verified.

Preliminary Grading and Drainage Plan

Provide two (2) copies.

Check (√)

Applicant

PARC

1) Contours or slope data (topos) with 1', 2' or 5' interval or spot elevations at grade breaks. Contours to extend 20' beyond the limits of new building construction and/or grading. Contours to be shown along entire length of driveway for 20' beyond edge of drive. Contours to be shown in the positive.

2) Drainage improvements, culverts, drains, etc.

3) Limits of cut and fill.

4) Driveway profile.

Plan of Building Elevations

Provide two (2) copies.

Check (√)

Applicant

PARC

1) Building design, elevations of all sides.

2) Exterior materials, finishes and colors.

3) Floor plans with complete square footage summary and dimensions (i.e. 1st floor, 2nd floor, 3rd floor).

4) Roof framing plan.

5) Foundation plan with complete dimensions.

Promontory Architectural Review Committee

8303 Sierra College Boulevard, Ste. 110, Roseville Ca 95661
916-771-8551 office 916-771-8556 fax

Required Submittal Information for Design Review

Two (2) copies of the following information must be provided with all applications. If all the information is not provided, the application will be deemed incomplete and will not be accepted. For your convenience, please use the check (√) column on the left to be sure you have all the required information.

Forms and Plans Required

Check (√)

Applicant

PARC

1) Application form, completed and signed.

2) Site plan (to include all requirements listed in this application form).

3) Landscape plans (to include all requirements listed in this application form).

4) Preliminary grading and drainage plans (to include all requirements listed in this application form).

5) Plan of building elevations (to include all requirements listed in this application form).

6) Specifications and project completion schedule.

Site plan Requirements

Two (2) copies of the site plan detailing what exists on the site at time of application shall be submitted on 24" x 36" sheets or smaller, drawn to scale (1"=20'), or of sufficient size to clearly show all details and required data. All plans shall be folded to fit in an 8½" x 11" folder, plus one (1) 8½" x 11" reduction. No rolled drawings will be accepted. For your convenience, please check (√) the Applicant column on the left to be sure you have all the required submittal information.

Check (√)

<u>Applicant</u>	<u>PARC</u>	
_____	_____	1) Project address (lot #).
_____	_____	2) Name, address of applicant, architect, landscape architect, and contractor (if applicable).
_____	_____	3) Date, north arrow, and scale.
_____	_____	4) Entire parcels of land showing perimeter with dimensions.
_____	_____	5) All streets and their names.
_____	_____	6) Location of easements, their purpose and width.
_____	_____	7) All existing and proposed uses (i.e. buildings, driveways, dwellings, utility transmission lines, etc.).
_____	_____	8) Parking and loading stalls with dimensions.
_____	_____	9) Trash and litter storage or collection areas (if applicable).
_____	_____	10) Total gross square footage of proposed buildings.
_____	_____	11) Proposed/existing fences or walls.
_____	_____	12) Walkways, courtyards, etc. (if proposed).
_____	_____	13) Exterior lighting (if proposed).
_____	_____	14) Existing/proposed water, sewer, pump stations (if applicable).
_____	_____	15) Existing fire hydrants (if applicable).

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|-------|-------|--|
| _____ | _____ | 16) The location, if present, of rock outcropping, lava caps, drainage courses, streams, spring areas subject to inundation. |
| _____ | _____ | 17) Identify areas subject to a 100-year flood on perennial streams or creeks, and show high water level (100-year) on map where this data is not readily available. |
| _____ | _____ | 18) Note any proposed trails within the site. |

Landscape Plan Requirements

Provide two (2) copies.

Check (√)

- | <u>Applicant</u> | <u>PARC</u> | |
|------------------|-------------|---|
| _____ | _____ | 1) Location, general type (pine, oak, etc.) and size of all existing trees, 20" DBH (Diameter at Breast Height) diameter or greater in those areas that are subject to grading or otherwise may be removed/affected by proposed improvements. |
| _____ | _____ | 2) Note quantity/type of trees to be removed. |
| _____ | _____ | 3) Location, quantity, and a gallon size of proposed plant material. |
| _____ | _____ | 4) List of both common and botanical names of plant material (use of drought tolerant species is highly recommended). A recommended list trees and shrubs is available in the Promontory Design Guidelines. |
| _____ | _____ | 5) Location/type of irrigation proposed. |

Promontory Architectural Review Committee

Design Review Application

Assessor's Parcel No.: _____

Project Address/Lot No.: _____

Zone Type: _____

Property Size: _____
Acreage/Square Footage

Property Owner: _____

Mailing Address: _____
P.O. Box or Street

City State Zip Code

Phone: () _____ Fax: () _____

Email: _____

List Additional Property Owners on Separate Sheet if Applicable

Architect: _____

Mailing Address: _____
P.O. Box or Street

City State Zip Code

Phone: () _____ Fax: () _____

Email: _____

Engineer: _____

Mailing Address: _____
P.O. Box or Street

City State Zip Code

Phone: () _____ Fax: () _____

Email: _____

Landscape Architect: _____

Mailing Address: _____
P.O. Box or Street

City State Zip Code

Phone: () _____ Fax: () _____

Email: _____

FOR OFFICE USE ONLY

Date: _____ Fee \$ _____ Receipt # _____ Received by _____

ACTION BY _____ ARCHITECTURAL REVIEW COMMITTEE

Review Date _____ **X** _____
Signature of ARC Executive Secretary

Approved _____ Denied _____
Findings and/or conditions attached