

New Home Construction/Renovation of Exterior, Addition or Change of Existing Footprint Project Submission Form

Homeowner(s) Full Name: _____

Contact Email(s): _____

Contact Phone Number(s): _____

Property Address: _____

Lot Number: _____

Date of Preliminary Meeting: _____

Project Overview:(Description of the proposed construction project.)

Complete Set of Plans (all pages - pdf and paper required):

Architectural drawings and renderings (Paper)

Architectural drawings and renderings (Electronic) Please email to hillsdrc@gmail.com

Maintenance Deposit on file.

Elevations of the Home:

Visual representations of all sides of the home.

Specifications (Specs): Detailed specifications document

Written documentation describing the scope of work to include exterior finish materials to be used. Installation methods to comply with local codes and ordinances and best practices of current building/industry standards.

Plot/Site Plan:

Site plan indicating construction location with setbacks noted and grade elevations, and contour lines.

Story poles may be required for ridge height representation and building corners.

Drainage Plan: Surface water diversion:

Drainage plan comprehensive for the lot to include runoff mitigation and discharge locations.

Driveway Construction and Paving Plan:

Driveway plan, surface material.

Sanitary Disposal Plan:

Sanitary disposal plan and location on the plot plan.

Height Restrictions:

Compliance with height restrictions, per Tillamook County Building Code

Utility Locations:

Documentation of utility locations – on the plot plan. See Notification of Final County Approval below.

Color Scheme:

Selected paint colors are in the approved palette in the CCR’s Paragraph 5.17.

Ensure that chosen colors complement neighboring homes and the overall neighborhood aesthetic.

Roofing:

Roofing materials and colors in line with HOA regulations Paragraph 5.18. Type, color, and grade.

Fencing:

Fences are discouraged and must meet requirements in Paragraph 5.13 and are subject to the Design Review Approval Process.

Outdoor Lighting:

Detailed exterior lighting plan set.

Outdoor lighting fixtures comply with CCR’s Paragraph 5.19 regarding style, placement, and intensity.

Ensure that lighting plans promote safety and security without causing light pollution.

Photographic Depiction of Exterior Materials and Colors with Samples:

Photos/renderings of materials/colors including roofing.

Physical samples

Landscaping Plan:

Detailed landscaping plan.

Completion Date for Landscaping (6 Months Post Occupation):

Confirmation of landscaping completion date: _____

Date homeowner notified DRC of Tillamook Planning Approval: _____

Review and acceptance of Construction Standards and Conditions

Signed copy attached.

Declaration:

I, the undersigned homeowner, hereby confirm that all information provided in this submission form is accurate and complete. I understand and agree to comply with the HOA's Design Review Committee guidelines and requirements. I also give full consent for DRC member(s) or member(s) of the Board of Directors to enter the property at:

_____ for periodic inspections of the project up to completion of landscaping. DRC to give a minimum of 48 hours notice via email to inspect the project.

Any changes requested after approval of the proposed construction, a Home Construction Project Change Request Form is required and must be fully reviewed and approved before any changes to the currently approved project being initiated. The homeowner is ultimately responsible for the project to be completed as approved.

****PLEASE NOTE** any substantive regulatory changes to any part of this submission and approval once issued, will require an additional review by the DRC and BOD of The Hills of Neskowin. It is the responsibility of the homeowner to notify the DRC immediately of any changes at the time of notice from Tillamook County Planning or Tillamook County PUD or other regulatory body.

Homeowner to notify DRC immediately of final county approval and occupation permit.

Homeowner(s) Signature(s):

_____ Date: _____

_____ Date: _____

Builder(s) Signature: _____ **Date:** _____

Notification of Final County Approval: _____

Builder's Contact Information:

Project Manager Information (if applicable):

This form is to be completed and submitted to the HOA's Design Review Committee for the review and approval process. Only full project packets will be reviewed. If there are any missing items, the approval will be placed on hold until the missing items are submitted, and a full packet is in place with the DRC. Please keep in mind timelines and there will be no expedited reviews of new construction projects.

DRC signature: _____ Date: _____

Date reviewed and approved by HON BOD: _____

Building Permit Issued: _____

Occupancy Permit Issued (to be provided when received by the County): _____