

## **ARCHITECTURAL PLANS - PROCEDURES AND GUIDELINES**

*Approved by Salishan's Board of Directors on May 19, 2018*

The following procedures and guidelines are to help leaseholders and their architects/designers through the plan approval process as they prepare to build or remodel a home in Salishan. These have been prepared by the architectural committee, which is empowered by the Uniform Lease and the board of directors of Salishan Leaseholders, Inc. to review and approve all building plans to assure conformance with the terms of the Uniform Lease.

It is the function of the committee to carry out the original intent of Salishan as described on page one of the Uniform Lease. "...Salishan, Inc. wishes to develop Salishan into a fine community of a distinctive character suitable for family living. At the same time it wishes to maintain, insofar as possible, the natural character of this scenic land and to require that all manmade structures blend into the natural background rather than stand out against it."

All decisions of the architectural committee as to plan approval and the interpretation of these standards are final. Upon the written request of a leaseholder, the board of directors may review any committee decision or interpretation and may, with its authority, refer the matter back to the architectural committee for reconsideration.

*Please read the following carefully - Conscientious attention to these guidelines will expedite approval of house plans and avoid additional costs and misunderstandings.*

### **SECTION A: PROCEDURES FOR BUILDING AND REMODELING**

The procedures listed below must be followed for all new home building or major remodels. Major remodels are defined as those where there is an increase in the building footprint or height, and/or the existing structure is effectively replaced, and a county building permit is required.

- 1) Retain an **Architect or Designer** who is highly competent, familiar with coastal design, and able to assure compliance with all SLI guidelines.
- 2) Arrange for the **mandatory on-site pre-design conference**. Attendees will be the SLI manager, the leaseholder, a committee member, and the architect/designer.
- 3) Obtain a **topographical survey** of the site prepared, signed and stamped by a surveyor registered in Oregon.
- 4) Obtain necessary county approval for **Septic System** if required, and **V-Zone Requirements** if on the beachfront.

5) **Prepare the Preliminary Plan Presentation**, including *Doc #21 - Preliminary Plan Checklist*.

The **site** must have:

- (5a) A **stakeout** of the house on the site with the use of twine between stakes to show the outline. Ground level decks are to be excluded.
- (5b) **Install** two (2) ridgepoles designating the maximum roof height, one at the highest point of the roof, and one outside the building envelope which **will remain up** during construction.
- (5c) The **main floor elevation** must be clearly designated on both ridgepoles and must be based on the datum point.
- (5d) All property **corner stakes** shall be flagged by the surveyor.

The **plans** must be 1/8 or 1/4 scale and contain:

- (5e) An **accurate survey and site plan** showing an established datum point, contours (both existing and final), major trees and vegetation to be removed, driveway access (show edge of road), location of house, garage, retaining walls and walkways. Site plan must show ground floor and ridge elevations of adjacent structures and distance of proposed building from the property lines. Survey and site plan must be prepared and stamped by a registered surveyor.
- (5f) Show **sewer hookup** location or **septic tank** and drain field location. Reference approvals, permits or in place septic system acceptance.
- (5g) Show **location of building** with two diagonal distances from the datum point to two building corners to allow for building location verification by using direct measurement.
- (5h) General **floor plan and four elevations** showing existing and final grades. One elevation or section must contain all floor elevations and maximum ridge height based on the established datum point.
- (5i) A **front elevation** (street side) showing adjacent structures in context with grade elevations.
- (5j) A **study model built to scale or a computer generated 3D rendering**, accurately showing the grading of the site and the massing of the proposed house and adjacent structures.
- (5k) Type of siding **material**, roofing material, window type and color, siding body and trim color, deck and railing type and color, and chimney finish.
- (5l) All proposed **exterior lighting** must be shown and must be screened.

(5m) All **off-street parking** proposals must be shown. Length of driveway must be a minimum of twenty feet.

(5n) A **landscape plan** showing major vegetation removals, changes in grade, retaining walls, stonework, pavers, patios, walkways, outdoor fire features (*Doc #98 - App. for Outdoor Fire Feature*), with sample boards. Final plant choices may be submitted with the final plan.

6) **Present the Preliminary Plans** as follows:

The preliminary plans must be submitted to the SLI office at least fourteen (14) days prior to the monthly architectural committee meeting which is held on the third Friday of every month.

The architectural committee will not review incomplete preliminary plan presentations. The SLI manager has been instructed to refuse any plan presentation that fails to comply with all of the requirements.

One-fifth (1/5) of the building permit fee AND the plan review fee must be paid when preliminary house plans are submitted for review and shall not be refunded should the leaseholder choose not to build.

7) **Present Final Plans** for approval, as follows:

Final working drawings must be submitted to the SLI office fourteen (14) days prior to the monthly Architectural Committee meeting. Plans must be identical to the ones to be used by the contractor to construct the home.

Plans must conform to the current County Uniform Building Code.

A final Landscape Plan is required with plant choices and locations.

All final plans become VOID one (1) year after committee approval. If construction exceeds one year from the start date listed on the SLI building permit, the architectural committee may grant permission for a time extension.

8) After the leaseholder receives notification of final plan approval, the following steps must be completed **before** construction commences:

Obtain a **County Building Permit** and submit it to the SLI office along with the set of plans stamped by the county.

Obtain a **Salishan Building Permit** (*Doc #103*) with the appropriate fees.

Complete the **Contractor's Security Deposit** (*Doc #73*).

Receive a copy of the **Contractor's Construction Procedures and Guidelines** (*Doc #74*). The leaseholder and their contractor are responsible for understanding and abiding by these guidelines.

*Note: Any subsequent changes (to the plans, materials, or general contractor) must be submitted to the Architectural Committee in writing for approval.*

## **SECTION B: DESIGN GUIDELINES**

1. In formulating plans for building or remodeling, special care must be taken to address:
  - (a) the adaptation of the improvement to the type of terrain upon which it will be located,
  - (b) the location and retention of natural foliage and trees,
  - (c) the adequate setbacks from lot boundaries,
  - (d) that homes be located and of such mass and height as is to be compatible with adjacent homes,
  - (e) that views be safeguarded to the extent reasonable possible, and
  - (f) that garages and carports be attached to homes except when prevented by topography.

The Committee requires architectural design attention for all exterior building elevations of structures. Individual home designs are considered on their own merits, but shall be visually and functionally compatible with adjoining development.

The Committee discourages designs that propose 'blank' walls facing existing or adjoining lots and that impose new mass and scale on neighboring lots, or that obstruct view corridors. The committee may require that the underneath side of the building be enclosed.

Setbacks are not detailed in the legal restrictions except on a few oceanfront lots because of the great variety of topography. Buildings and elevated decks (over 18 inches above the ground) should be no closer than ten (10) feet to property lines. The Committee will determine the setback for each lot.

No minimum square footage, roof area or cost has been established in the restrictions. Rather than fix arbitrary standards, size will be reviewed by the Committee. Compatibility of the home or remodeling to its site and to its neighbors is important.

Homes shall have their exteriors made from materials indigenous to the Northwest or materials that simulate indigenous materials such as natural wood shingles, shakes and siding or stone submitted for Committee approval. Roofing shall be of natural shakes or shingles or products that simulate natural shakes and shingles. Leaseholders are encouraged to use fire resistant materials. The Committee may consider high profile raised asphalt shingles. Substitute roofing materials may require a roof structure that would handle additional weight. Exposed roll roofing, plastic or V-crimp or corrugated metal roofs may not be used on any structure. No asphalted covering shall be used as finished exterior siding. From time to time the Architectural Committee may approve additional building materials.

The use of natural hue wood stains is recommended. Refer to the Committee for acceptable colors. All windows and doors shall be subject to color approval. The use of white or almond colored windows and doors are NOT acceptable. All exposed sheet metal and plastics shall be painted - except copper and in some circumstances stainless steel.

Skylights must be the flat style. No domed shaped skylights allowed.

Exterior lighting shall be screened or shielded so that direct light is not visible from a street or from the dwelling of any Salishan resident. No up-lighting will be permitted. Illumination necessary for evening activities must be directed downward and be only bright enough to provide for the safe traverse of steps and paths. AC policy (2006) requires that outdoor lights be Dark Sky compliant. Dark Sky compliant lights are fully shielded, point downward, only light the area needed, are no brighter than necessary, are only on when needed, and minimize blue light emissions. A sample or picture of all exterior lighting fixtures must be submitted to the Committee for approval.

Due to prevalent cold NW winds in the summertime, it is strongly recommended that decks, to be usable in summer, be placed on the south side. Design should be adequate for high wind loads.

House plans must provide for the screening of garbage cans, clotheslines and trash areas from view from adjacent property, golf links and roads.

Once a home is built in Salishan it is anticipated that some exterior modifications will take place from time to time. Please keep in mind that the Architectural Committee must approve all exterior improvements. This includes structural additions, repainting, tree trimming and tree removal, all removal or planting of vegetation, all exterior light fixtures, or otherwise changing the external appearance of their homesite or dwelling.