

**West Powell Butte Estates
Plan Review Committee (PRC)
New Construction Checklist**

Submitted By: _____ **Date:** _____ **Lot #:** _____

Phone: _____ **Email:** _____

Signature: _____

To ensure efficient review and approval of any new construction in West Powell Butte Estates ("WPBE"), please complete this checklist. Prior to the Plan Review Committee ("PRC") reviewing any application, the property owner must review the checklist below and submit an **initialed and signed** copy to the PRC along with other requested items. By signing this checklist (above), you agree to comply with all of the following requirements. The PRC will meet and review the application within 15 days **after receiving a complete set of application materials**.

☐ **1. Acknowledgement of Having Reviewed Covenants, Conditions and Restrictions (CC&Rs) for West Powell Butte Estates.**

Applicant has reviewed a copy of:

- Restated CC&Rs
- Amendment to restated CC&Rs
- Second Amendment to the restated CC&Rs
- Third Amendment to the restated CC&Rs

All CC&Rs are available for review and download at www.mywpbe.com/ccrs/. Applicant(s) understands that they are responsible for complying with the contents of these documents.

Owner Initials: _____

☐ **2. Site Plan: (1" = 50' minimum scale)**

The plan must show:

- North arrow, lot and building dimensions and set back distances from property lines.
- Locations of easements and driveways
- Footprint of structure, including decks and auxiliary buildings
- Location of wells and septic systems

Note: Section 1 of (First) Amendment to Restated Declaration of Covenants Conditions and Restrictions for WPBE states:

- "No buildings shall be constructed within 100 feet of any lot line, except where such lot line is separating the lot from the Bureau of Land Management or other public land."
- "Buildings housing animals, barns, or storage buildings may not be located closer than 150' from the property line, unless it is attached to a dwelling."

Note: The PRC will make a decision on your site plan based on the measurements depicted on the site plan drawing(s) that you submit. The actual placement of the improvements on your lot is the sole responsibility of you and any entity that you contract to construct those improvements. The PRC will not verify the placement of improvements on your lot or assume any responsibility or liability for improper placement of improvements.

Another note about driveways:

All driveway locations should be included on the submitted plan. The PRC recommends that you install a drainage culvert under your driveway at the furrow that runs along the site of the WPBE roadway. In addition, we recommend that you add a good amount of gravel to your construction driveway to build up an apron protecting the WPBE roadway. You are responsible for any damage to the WPBE roadway (for example, chipping or cracking) where your driveway meets the roadway.

Owner Initials: _____

☐ **3. Architect or Qualified Designer Plans**

Submit: One (1) complete full-size set, and one (1) complete set of 11" x 17" reductions.

Note: Plans must include elevations and views. A minimum of 2 views for additions and remodels should be included which illustrate the exterior appearance of all views and be labeled in accordance with the site plan. Exterior elevations must reflect the actual grade change if the change is greater than 1-ft. at the building's envelope. Elevation drawings must show all roof pitches and maximum ridge height from existing grades. Describe all exterior materials and finishes (walls, roofs trim, chimneys, windows, doors and exterior light fixtures and any other pertinent features).

Note: The PRC will keep one full set of plans as an archival reference.

Note: The roof pitch (excluding accent roofs such as porches and entries that are not the main roof structures) may not be less (i.e., flatter) than 6/12. The pitch of the accent roofs that are not the main roof structures and of outbuildings not attached to the residence or house may not be less (i.e., flatter) than 3/12.

Owner Initials: _____

☐ **4. Construction Schedule and Hours/Utilities/Project Completion & Damage Deposit**

Timeline: Construction of the project shall be completed within one year. You must notify the PRC when your plans are approved by Crook County, as the building permit starting date is the beginning of the one-year construction period.

Construction Hours: All construction of any type that involves exterior noise shall be limited to the hours of 7 a.m. to 7 p.m.

Utilities: No utility may be installed under any WPBE roadway. All temporary construction meters must be moved to a permanent fixed position on a building or pole or screened from view prior to final project approval.

Project Completion/Damage Deposit: A refundable deposit of \$1000 paid to West Powell Butte Estates. **The deposit needs to be paid at the time the applicant picks up the approved documents.**

Owner Initials: _____

☐ **5. PRC Site Visits**

Members of the PRC will schedule site visits for progress updates as construction proceeds. Please provide contact information here for the person the PRC should contact to schedule site visits:

Name: _____

Email: _____

Phone: _____

☐ **6. Final Site Visit - Certificate of Occupancy**

Please submit your Crook County Certificate of Occupancy to the PRC when received. **Once your construction project is fully completed, you should contact the PRC to schedule a final site visit.** During the final site visit, the PRC will look to verify that:


- all construction debris has been picked up and disposed of;
all excavation piles have been spread;
- all slash piles of tree debris have been removed;
- all construction is complete, including painting of house and any outbuildings in colors approved by the PRC; and
- construction activities have not caused damage to roads, roadside walking paths or other WPBE neighborhood property.

Upon completion of these requirements, the PRC will generate a recommendation to the WPBE Board of Directors to refund the project completion/damage deposit. The deposit will be refunded less damage and/or finds, if levied, where applicable.

Owner Initials: _____

Description of All Exterior Materials and Finishes

Please Complete Description and Provide Samples (or Product Cut Sheets) of materials to include:


Item	Description or N/A	Product sample (or manufacture cut sheet) Included 
Roof Materials/Color		
Exterior Wall Material		N/A
Exterior Trim Material		N/A
Exterior Window Material and Color		
Stone/Rock Material		
Exterior Light Fixtures		
Garage Door(s)		
Decking Material		
Any Entry Gates, Fencing or Retaining Walls (submit drawings of completed project along with the description of materials)		
Any Ponds, Pools or other Permanent Water Features		
Paint/Stain Colors	Please note: Colors will be reviewed for use on specific structural areas listed below. Colors are not to be used interchangeably. I.e. Color approved for use on trim/accent should not be considered as approved for the body of the structure. Please Include Paint/Stain Samples Applied to Paint Stick. Please include brand and color numbers along with the paint/stain samples.	
• Body		
• Trim		
• Accent		
• Garage Doors		
• Decking		

Note: Per CC&Rs “All exterior colors shall be neutral or subdued in muted earth tones”. Colors are to be applied only as approved (for body/trim/accent) and not used interchangeably.

Owner Initials: _____

Project Management Checklist

PRC Contact: Lisa Welle
503-307-9741
Lmwelle@gmail.com

	Task
	Submit this new construction checklist along with required materials and samples
	Contact PRC with date the building permit is received
	Respond to emails regarding scheduled site visits
	Submit Copy of Certificate of Occupancy to PRC
	Notify PRC when ready for final site visit