


C O N C E P T U A L D E S I G N S U B M I T T A L


	SUBMITTAL DATE	RESPONSE DATE	
	HOMESITE	OWNER	
	ARCHITECT	FIRM	
	ADDRESS		
	E-MAIL	PHONE	FAX

	SITE PLAN	ELEVATIONS
--	------------------	-------------------

<input type="checkbox"/> Check here if this is a resubmittal	Scale 1/8":1' <input type="checkbox"/> Entire property shown <input type="checkbox"/> Existing and proposed topography <input type="checkbox"/> All trees four inches d.b.h. and larger with species noted and actual measured canopy drip lines drawn <input type="checkbox"/> All trees to be removed marked with an "x" <input type="checkbox"/> All special terrain features to be preserved <input type="checkbox"/> Areas of any previous site disturbances <input type="checkbox"/> Property boundaries shown <input type="checkbox"/> Easements <input type="checkbox"/> Setbacks <input type="checkbox"/> Adjacent public pathways [as shown on DNS] <input type="checkbox"/> Building footprint of all proposed structures <input type="checkbox"/> Overhangs <input type="checkbox"/> Driveway and parking area(s) [incl. slope and spot elevations] <input type="checkbox"/> Patios, porches, decks, terraces, site walls, courtyards, posts, berms, etc. [incl. spot elevations] <input type="checkbox"/> Locations of all improvements on adj. parcels <input type="checkbox"/> Necessary grading or retaining walls <input type="checkbox"/> Truckee Fire requirements <input type="checkbox"/> Vehicular maneuverability (turning radius 22' min.) <input type="checkbox"/> Utility enclosures	<input type="checkbox"/> Minimum of four elevations showing massings and openings <input type="checkbox"/> Approximate ridge height labeled relative to sea level
APPROX. GROSS SQ. FOOTAGE HEATED LIVABLE SPACE		
s.f.		
APPROX. GROSS BUILDING COVERAGE SQUARE FOOTAGE		
s.f.		
APPROX. GROSS IMPERVIOUS SQUARE FOOTAGE		
s.f.		
GENERAL REQUIREMENTS		
<input type="checkbox"/> One set of un-stapled drawings <input type="checkbox"/> Model (optional) <input type="checkbox"/> Digital PDFs <input type="checkbox"/> Architecture Review Administration Fee payable to Martis Camp Community Association First half for Estate Sites: \$5,000 First half for Cabin Sites: \$3,000	FLOOR PLANS	
	Scale 1/4":1' or 1/8":1' <input type="checkbox"/> Approximate floor area for each level <input type="checkbox"/> Patios, porches, decks, terraces, site walls <input type="checkbox"/> Window locations <input type="checkbox"/> Approximate finished floor elevations <input type="checkbox"/> Refuse enclosure location (per Placer County reqs.) <input type="checkbox"/> Utility enclosures	

Architect must complete this form and include all materials required. Please make checks payable to Martis Camp Community Association.

P R E L I M I N A R Y D E S I G N S U B M I T T A L


	SUBMITTAL DATE	RESPONSE DATE	
	HOMESITE	OWNER	
	ARCHITECT	FIRM	
	ADDRESS		
	E-MAIL	PHONE	FAX

FLOOR PLANS

<input type="checkbox"/> Check here if this is a resubmittal	<input type="checkbox"/> Existing and proposed topography, 2' contours min. <input type="checkbox"/> All trees four inches d.b.h. and larger with species noted measured canopy illustrated <input type="checkbox"/> All trees to be removed marked with an "x" <input type="checkbox"/> All special terrain features to be preserved <input type="checkbox"/> Property boundaries shown <input type="checkbox"/> Easements <input type="checkbox"/> Setbacks <input type="checkbox"/> Utility enclosures and proposed trenching shown consistent with agency regulations <input type="checkbox"/> Sewer pump [if necessary] <input type="checkbox"/> Building footprint of all proposed structures shown with roof overhangs and slope directions <input type="checkbox"/> Driveway, parking area(s) and paving <input type="checkbox"/> Dim. 14' or less driveway width thru front setback <input type="checkbox"/> Driveway configuration/curve/length meets TFPD specifications for emergency vehicle access <input type="checkbox"/> Edge of pavement <input type="checkbox"/> Patios, porches, decks, terraces, site walls, courtyards, posts, berms, etc. <input type="checkbox"/> Location and maximum heights of retaining walls <input type="checkbox"/> Locations of all improvements on adjacent parcels (if any) <input type="checkbox"/> Areas of any previous site disturbances <input type="checkbox"/> Location of proposed spa, BBQ, generators or AC units (if applicable) <input type="checkbox"/> Adjacent public and/or proposed private pathways <input type="checkbox"/> Filter fencing (at downslope), drip trenches, and other temporary and permanent BMPs geographically located and noted <input type="checkbox"/> Construction Activity Zone fencing (include driveway access and temporary fencing for utility trenching enclosed at street) <input type="checkbox"/> Protective measures for plants and trees	Scale 1/4":1' or 1/8":1' <input type="checkbox"/> Floor area for each level <input type="checkbox"/> Patios, porches, decks, terraces, site walls <input type="checkbox"/> Window locations <input type="checkbox"/> Finished floor elevations <input type="checkbox"/> Bear-proof refuse enclosure per Placer County reqs. <input type="checkbox"/> Fireplace location(s) and type <input type="checkbox"/> Utility enclosures
GROSS SQUARE FOOTAGE OF HEATED LIVABLE SPACE		
s.f.		
GROSS BUILDING COVERAGE SQUARE FOOTAGE		
s.f.		
GROSS IMPERVIOUS SQUARE FOOTAGE		
s.f.		
GROSS AREA OF DISTURBANCE		
s.f.		
GENERAL REQUIREMENTS		
<input type="checkbox"/> One set of un-stapled drawings <input type="checkbox"/> Model [Physical or digital] <input type="checkbox"/> Digital PDFs <input type="checkbox"/> All Martis Camp required notes <input type="checkbox"/> Geotechnical Report <input type="checkbox"/> Southwest Gas approval email		
SITE PLAN		
Scale 1/8":1' <input type="checkbox"/> Proposed and maximum building coverage <input type="checkbox"/> Proposed and maximum impervious coverage <input type="checkbox"/> Finished floor elevations for all exterior improvements relative to sea level		EXTERIOR ELEVATIONS Scale 1/4":1' or 1/8":1' <input type="checkbox"/> Minimum of four full elevations <input type="checkbox"/> Existing and finished grades <input type="checkbox"/> Plate and ridge elevations relative to sea level <input type="checkbox"/> Spas, exterior equipment, walls, guardrails, etc. <input type="checkbox"/> Fenestrations and window composition <input type="checkbox"/> Illustration of all exterior materials
		MODEL Physical: Min. scale 1/16":1' OR Digital: SketchUp, Revit, or other with downloadable reader <input type="checkbox"/> Entire homesite modeled <input type="checkbox"/> Proposed topography and major site features <input type="checkbox"/> All trees 6" dbh and larger [on/off functionality] <input type="checkbox"/> Massing, openings and roof <input type="checkbox"/> Driveways and other hardscape surface <input type="checkbox"/> Exterior materials

Architect must complete this form and include all materials required.

F I N A L D E S I G N S U B M I T T A L (1/2)

	SUBMITTAL DATE	RESPONSE DATE	
	HOMESITE	OWNER	
	ARCHITECT	FIRM	
	ADDRESS		
	E-MAIL	PHONE	FAX

SITE PLAN

<input type="checkbox"/> Check here if this is a resubmittal	Scale 1/8":1' <input type="checkbox"/> Proposed building coverage <input type="checkbox"/> Maximum building coverage <input type="checkbox"/> Proposed impervious coverage <input type="checkbox"/> Maximum impervious coverage <input type="checkbox"/> Finished floor elevations of all exterior spaces relative to sea level <input type="checkbox"/> Entire property shown <input type="checkbox"/> Existing and proposed topography, minimum two foot contours <input type="checkbox"/> All trees four inches d.b.h. and larger with species noted and actual measured canopy drip lines drawn <input type="checkbox"/> All trees to be removed marked with an "x" <input type="checkbox"/> All special terrain features to be preserved <input type="checkbox"/> Property boundaries shown <input type="checkbox"/> Easements <input type="checkbox"/> Setbacks <input type="checkbox"/> Snow storage areas <input type="checkbox"/> Location of utilities and proposed trenching <input type="checkbox"/> Utility connections at home and related enclosure <input type="checkbox"/> Building footprint of all proposed structures shown with roof overhangs and slope directions <input type="checkbox"/> Driveway, parking area(s), paving, and surface materials <input type="checkbox"/> Driveway configuration/curve/length meets TFPD specifications for emergency vehicle access <input type="checkbox"/> Edge of pavement (and any existing curbs) <input type="checkbox"/> Patios, porches, decks, terraces, site walls <input type="checkbox"/> Location and maximum heights of retaining walls <input type="checkbox"/> Locations of all improvements on adjacent parcels <input type="checkbox"/> Areas of any previous site disturbances <input type="checkbox"/> Location of proposed spa, BBQ, generators or AC equipment (if applicable)	<input type="checkbox"/> Protective measures for plants and trees <input type="checkbox"/> Filter fencing (at downslope), drip trenches, and other temporary and permanent BMPs geographically located, noted and detailed <input type="checkbox"/> Construction Activity Zone fencing
GROSS SQUARE FOOTAGE OF HEATED LIVABLE SPACE		LANDSCAPE PLAN [if applicable]
s.f.		Scale 1/8":1' or 1":10'
CHANGE IN SQUARE FOOTAGE (if applicable)		<input type="checkbox"/> Setback lines, property lines and easements <input type="checkbox"/> Paving, terraces, patios, courtyards, etc. <input type="checkbox"/> Building envelope, posts, site walls, etc. <input type="checkbox"/> Locations of existing trees four inches d.b.h and larger/significant vegetation [diameter, species and approximate canopy indicated] <input type="checkbox"/> Areas of preexisting site disturbances <input type="checkbox"/> Construction Activity Zone fencing <input type="checkbox"/> Location of any proposed landscaping or turf areas (format as described on Landscape Form) <input type="checkbox"/> Proposed grading <input type="checkbox"/> Vegetation and trees to be transplanted with new locations and directions for transplanting. <input type="checkbox"/> Location of any non-native boulders <input type="checkbox"/> Decorative materials or borders <input type="checkbox"/> Details of any posts, address marker stones, containment devices, etc. <input type="checkbox"/> All areas to be revegetated <input type="checkbox"/> Please include the following note on plans: "All disturbed areas will be revegetated with the Martis Camp approved seed mixture and all areas of exposed soil will be stabilized with pine straw or mulch"
s.f.		
GROSS BUILDING COVERAGE SQUARE FOOTAGE		
s.f.		
GROSS IMPERVIOUS SQUARE FOOTAGE		
s.f.		
GENERAL REQUIREMENTS		
<input type="checkbox"/> Itemized list of significant changes from the Preliminary Design approval <input type="checkbox"/> Cutsheets, proposed lamp size(s) and finishes for all exterior light fixtures <input type="checkbox"/> One set of un-stapled drawings <input type="checkbox"/> Digital PDFs <input type="checkbox"/> All Martis Camp required notes <input type="checkbox"/> Color rendering of one elevation [min. 8.5x11] <input type="checkbox"/> Model [updated from Preliminary submittal] <input type="checkbox"/> Materials board <input type="checkbox"/> Geotechnical Documents <input type="checkbox"/> Window Covering Statement <input type="checkbox"/> Utility Services Statement <input type="checkbox"/> Permanent BMP calculations and area diagram		


Architect must complete this form and include all materials required.

F I N A L D E S I G N S U B M I T T A L (2/2)

LANDSCAPE [cont.]	EXTERIOR ELEVATIONS	MODEL
<ul style="list-style-type: none"> <input type="checkbox"/> Location of irrigation lines <input type="checkbox"/> Type of irrigation proposed <input type="checkbox"/> Location of required equipment <input type="checkbox"/> Lifetime limit [if applicable] <input type="checkbox"/> Location of proposed light fixtures <input type="checkbox"/> Cutsheets of proposed fixture with lamp size and finish indicated 	<p>Scale 1/4":1'</p> <ul style="list-style-type: none"> <input type="checkbox"/> All elevations including obscured elevations <input type="checkbox"/> Existing and finished grades <input type="checkbox"/> Plate heights relative to sea level <input type="checkbox"/> Ridge heights relative to sea level <input type="checkbox"/> Indication of all exterior materials and seams/patterns <input type="checkbox"/> Walls, screens, fences, guardrails, etc. if applicable <input type="checkbox"/> Fenestrations and window composition (include garage doors, front door, skylights with dimension above ridge indicated, mullion thickness, etc.) <input type="checkbox"/> Exterior light fixture locations and other electrical electrical devices [speakers, fans, heaters, etc.] <input type="checkbox"/> Details of any custom designed elements <input type="checkbox"/> Locations of appurtenances (chimneys and caps, vents, splitters, etc.) <input type="checkbox"/> Stem wall height 	<p>If physical: Min. scale 1/8":1'</p> <p>If digital: SketchUp, Revit, or other with downloadable reader</p> <ul style="list-style-type: none"> <input type="checkbox"/> Entire homesite modeled <input type="checkbox"/> Proposed topography <input type="checkbox"/> Major site features <input type="checkbox"/> All trees 6" dbh and larger [on/off function] <input type="checkbox"/> Massing of proposed structures accurately modeled <input type="checkbox"/> Glazing modeled as void <input type="checkbox"/> Label/title identifying homesite number <input type="checkbox"/> Driveways and other paving <input type="checkbox"/> Roofs, including overhangs <input type="checkbox"/> Details such as spas, fences, trellises, etc. <input type="checkbox"/> Exterior materials [on/off function]
FLOOR PLANS	BUILDING SECTIONS	MATERIALS BOARD
<p>Scale 1/4":1'</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor area for each level <input type="checkbox"/> Patios, porches, decks, terraces, site walls <input type="checkbox"/> Window locations <input type="checkbox"/> Finished floor elevations <input type="checkbox"/> Bear-proof refuse enclosure location per Placer County Requirements <input type="checkbox"/> Exterior light fixture locations and other electrical devices [speakers, fans, heaters, etc.] <input type="checkbox"/> Utility connections at home and enclosure <input type="checkbox"/> Fireplace location(s) and type 	<p>Scale 1/4":1' or Scale 1/8":1'</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum one for each major structure <input type="checkbox"/> Existing and finished grades <input type="checkbox"/> Maximum building height at highest point above grade shown <input type="checkbox"/> Foundation system drawn <input type="checkbox"/> Structural thickness drawn 	<ul style="list-style-type: none"> <input type="checkbox"/> Labeled samples of each exterior material, firmly secured to a stiff board [siding, roofing, stone, non-asphalt paving, flashing, trim, doors, windows, muntin size, accents, light fixture finishes, etc.] <input type="checkbox"/> Label identifying homesite number
ROOF PLANS	GEOTECHNICAL DOCUMENTS	
<p>Scale 1/4":1' or Scale 1/8":1'</p> <ul style="list-style-type: none"> <input type="checkbox"/> All roof pitches (framing plans not necessary) <input type="checkbox"/> Locations of proposed roofing materials including flashing, gutters and downspouts <input type="checkbox"/> Skylights (if applicable) <input type="checkbox"/> Solar panels (if applicable) <input type="checkbox"/> Locations of appurtenances [chimneys and caps, vents, splitters, etc.] 	<ul style="list-style-type: none"> <input type="checkbox"/> One copy of the property's geotechnical report (if not submitted at Preliminary) <input type="checkbox"/> One signed copy of the Geotechnical Statement 	
ARCHITECTURE REVIEW COMMITTEE APPROVALS		
<hr style="border: 0; border-top: 1px solid black;"/> <small>PRINTED NAME</small>	<hr style="border: 0; border-top: 1px solid black;"/> <small>PRINTED NAME</small>	<hr style="border: 0; border-top: 1px solid black;"/> <small>PRINTED NAME</small>
<hr style="border: 0; border-top: 1px solid black;"/> <small>SIGNATURE AND DATE</small>	<hr style="border: 0; border-top: 1px solid black;"/> <small>SIGNATURE AND DATE</small>	<hr style="border: 0; border-top: 1px solid black;"/> <small>SIGNATURE AND DATE</small>

Architect must complete this form and include all materials required.

L A N D S C A P E D E S I G N S U B M I T T A L

	SUBMITTAL DATE	RESPONSE DATE	
	HOMESITE	OWNER	
	LANDSCAPE ARCHITECT	FIRM	
	ADDRESS		
	E-MAIL	PHONE	FAX

GENERAL REQUIREMENTS	PLANTING PLAN	IRRIGATION PLAN
<p>Landscape Design Fee:</p> <p><input type="checkbox"/> Minor [\$200]</p> <p><input type="checkbox"/> Moderate [\$500]</p> <p><input type="checkbox"/> Major [\$1,000]</p> <p>Landscape work not done under the direct supervision of the General Contractor must provide a Construction Deposit [\$2,000] and must schedule a PreConstruction meeting prior to installation</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not applicable</p>	<p>Scale 1/8":1' or 1":10'</p> <p><input type="checkbox"/> Setback lines, property lines and easements</p> <p><input type="checkbox"/> Paving, terraces, patios, courtyards, etc.</p> <p><input type="checkbox"/> Building envelope, posts, site walls, etc.</p> <p><input type="checkbox"/> Locations of existing trees four inches d.b.h and larger/significant vegetation [diameter, species and approximate canopy indicated]</p> <p><input type="checkbox"/> Areas of preexisting site disturbances</p> <p><input type="checkbox"/> Construction Activity Zone fencing</p> <p><input type="checkbox"/> Location of any proposed landscaping or turf areas - see below for format</p> <p><input type="checkbox"/> Proposed grading</p> <p><input type="checkbox"/> Vegetation and trees to be transplanted with new locations and directions for transplanting.</p> <p><input type="checkbox"/> Location of any non-native boulders</p> <p><input type="checkbox"/> Decorative materials or borders</p> <p><input type="checkbox"/> Details of any posts, address marker stones, containment devices, etc.</p> <p><input type="checkbox"/> All areas to be revegetated</p> <p><input type="checkbox"/> Please include the following note on plans: "All disturbed areas will be revegetated with the Martis Camp approved seed mixture and all areas of exposed soil will be stabilized with pine straw or mulch"</p>	<p>Scale 1/8":1' or 1":10</p> <p><input type="checkbox"/> Location of irrigation lines</p> <p><input type="checkbox"/> Type of irrigation proposed</p> <p><input type="checkbox"/> Location of required equipment</p> <p><input type="checkbox"/> Lifetime limit [if applicable]</p>
SCOPE OF WORK		LIGHTING PLAN (if applicable)
<p><input type="checkbox"/> Enumerated list of all proposed improvements [Contact AR for example]</p>		<p>Scale 1/8":1' or 1":10</p> <p><input type="checkbox"/> Location of proposed fixtures</p> <p><input type="checkbox"/> Cutsheets: proposed lamp size and finish</p>

Please include proposed landscaping species in the following format:

SYMBOL	LATIN NAME	COMMON NAME	MC ZONE	SIZE
[SCALED TO DWG]				

Applicant must complete this form and include all materials required

G E O T E C H N I C A L S U R V E Y S T A T E M E N T



THE FOLLOWING STATEMENT MUST BE SIGNED BY THE OWNER
AND SUBMITTED ALONG WITH THE REQUIRED GEOTECHNICAL REPORT.

GEOTECHNICAL SURVEYS AT MARTIS CAMP

Geotechnical surveys can be an important and influential component of home design and engineering. Such site conditions as expansive soils, water drainage and sub-surface rock can be more easily incorporated during the design and construction of a home than retrofitting a completed home to compensate for unanticipated conditions (which can be a costly and time-consuming endeavor).

MARTIS CAMP CONDITION OF APPROVAL 12 AND CC&R SECTION 5.08 REQUIRE THAT EACH LOT BUYER RETAIN A CIVIL AND/OR GEOTECHNICAL ENGINEER FOR LOT- AND DRIVEWAY-SPECIFIC GRADING, DRAINAGE, AND GEOTECHNICAL DESIGN. ALL GRADING SHALL BE DESIGNED AND CONDUCTED SO AS TO IMPLEMENT ALL APPLICABLE BMPS.

Individual homesite owners are solely responsible for the discovery of and subsequent architectural and engineering responses to geotechnical conditions and any sub-surface soil conditions on (each of) their homesite(s). Neither the Association or Architecture Review is responsible for identifying geotechnical conditions or the adequacy of the responses thereto, all such responsibility and liability is entirely on the owner and owner's engineer, architect and contractor

As a courtesy, a list of Geotechnical Engineers who have done work at Martis Camp is available from Martis Camp Architecture Review. Martis Camp does not endorse the engineers listed or guarantee the quality of their work; therefore, the owner should research them carefully.

Due to climatic and environmental considerations, it is suggested that geotechnical surveys be completed between May 1 and October 15 of each year. As geotechnical surveys can cause disruption to the site, there are environmental and vegetation protection requirements with regard to completing geotechnical surveys. Prior to initiating the survey a representative from Architecture Review must be contacted at 530.550.2990 for instructions.

I, _____,
PRINTED NAME OF HOMESITE OWNER

the owner of homesite(s) _____,
HOMESITE NUMBER(S)

have received and read the above policy on Geotechnical Surveys.

SIGNATURE OF HOMESITE OWNER

UTILITY SERVICES STATEMENT



THE FOLLOWING STATEMENT MUST BE SIGNED BY THE OWNER AND SUBMITTED TO ARCHITECTURE REVIEW

UTILITY SERVICES

Utility services at Martis Camp are generally provided by the following agencies: Southwest Gas, AT&T, Liberty Energy, Suddenlink, Truckee Sanitary District (TSD) and Placer County Water Agency (PCWA).

Regarding electrical service, each estate parcel is provided with a 400 amp service and cabin parcels with a 200 amp service. In rare occasions, individual load requirements of each project may require additional facilities/services beyond what is currently provided; accommodating and paying for additional electrical service is the responsibility of the owner and Liberty Energy should be contacted as early as possible in the design process to coordinate.

Domestic water service is currently provided to homesites through a 1-inch service, however, as a new version of the California Building Code has been adopted since the infrastructure at Martis Camp was established, the potential requirement of a fire suppression system in some circumstances may necessitate additional means. Any modifications or work to achieve the necessary water pressure to adequately charge the system is the responsibility of the property owner and may require contracting for additional services from PCWA. If such activities require cutting the roadway and tapping into the main water line, the Homeowners Association should be contacted prior to performing any work.

Suddenlink, the current cable provider at Martis Camp, has not pulled wire to all residential homesites, therefore interim television access may be necessary via satellite dish or other methods.

Owners and/or their representatives are encouraged to contact the appropriate agency to verify all service loads being provided to their individual parcel during the design phase of the project.

I, _____,
PRINTED NAME OF HOMESITE OWNER

the owner of homesite(s) _____,
HOMESITE NUMBER(S)

have received and read the above policy on utility services provided at Martis Camp

SIGNATURE OF HOMESITE OWNER

W I N D O W C O V E R I N G S S T A T E M E N T



THE FOLLOWING STATEMENT MUST BE SIGNED BY THE
OWNER AND SUBMITTED TO ARCHITECTURE REVIEW

WINDOW COVERINGS

As the interior finishes of the home are explored, please keep in mind that all window coverings facing the exterior of the home must be approved by Architecture Review prior to the placement of their order or installation. The color of these coverings should be complementary to the exterior siding and in no case should be white or off-white in color. See CC&R section below:

Per section 612(ii) "Window Coverings. Consistent with the restrictions on exterior colors and finishes set forth in subparagraph (i), above, window shades, blinds, lavalieres, curtains and other window coverings facing to the outside of the Residence shall be of a color that is harmonious with the colors and finishes used on or applied to the exterior surfaces of the structure, itself. In no event shall windows be covered or shielded by materials such as cardboard or sheets that are not designed as conventional window coverings and the window-facing surface of any window shades, curtains or other permitted window coverings be white or off-white in color."


I, _____,
PRINTED NAME OF HOMESITE OWNER

the owner of homesite(s) _____,
HOMESITE NUMBER(S)

have received and read the above policy on window coverings and agree to comply.

SIGNATURE OF HOMESITE OWNER

PRE - CONSTRUCTION INFORMATION FORM & AGREEMENT

	APPLICANT NAME	DATE	HOMESITE NUMBER
	COMPANY		CSL NUMBER
	ADDRESS		
	E-MAIL	PHONE	FAX
	SUPERINTENDENT	PHONE	E-MAIL

ARCHITECTURE REVIEW FINAL APPROVAL	AGENCY REQUIREMENTS	
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___ Date issued: _____

___ Contractor has approved final site plan

FEES AND DEPOSITS

___ Architecture Review Construction Administration Fee payable to Martis Camp Community Association
 Second half for Estate Sites: \$10,000
 Second half for Cabin Sites: \$6,000

___ Construction Deposit of \$10,000 [refundable minus any construction violation fines] payable to MCCA Construction Account paid by Contractor

___ Post-Final Release Change Request Fee

CONTRACTOR'S LICENSE

___ Copy of official document of California Contractor's License

CONSTRUCTION INSURANCE

___ Copy of certificate of minimum \$2,000,000 general liability insurance referencing the site number or address AND naming the following **ADDITIONAL INSURED**S:

Owner, Declarant (DMB/Highlands Group), Martis Camp Club, Martis Camp Community Association, Highlands Investment Group XV and DMB Pacific LLC.

- Certificate Holder: Martis Camp Community Assoc.

- Homesite number

___ Proof of valid workers' compensation insurance or exemption from it

___ Copy of the Building Permit

___ Clean Fill Delivery Certificate

___ All wood-burning fireplaces to meet EPA Phase II standards; custom masonry gas units must receive written approval from APCD prior to installation

ON-SITE REQUIREMENTS

___ Limits of construction with four-foot high vegetation protection fencing

___ Building setbacks staked and strung

___ Elements to be saved within CAZ

___ Transplant specimens flagged and protected

___ Trees to be removed marked

___ Previously damaged trees marked

___ Equipment access marked and fenced

___ Utility trenching location staked and fenced

___ Building footprint staked, strung and labeled

___ Paving limits staked and strung

___ Materials storage site(s) indicated

___ Trailer location indicated

___ Staff/subs parking location indicated

___ Site wall/Exposed BMP imagery

ADHERENCE DATES

Fire extinguishers on site by: _____

Sanitary closet on site by: _____

Location: _____

Contractor's Sign: _____

Location: _____

Designated Smoking Area | Receptacle: _____

Location: _____

Access to be stabilized: _____

First lift of driveway paving: _____

Dumpster on site by: _____

Location: _____

Permission to begin construction: _____

Permanent BMPs to be installed: _____

Soil to be stabilized by: _____

First lift of asphalt installed by: _____

Construction to be completed: _____

SIGNATURES

The undersigned Contractor agrees to adhere to all requirements and dates herein set forth for the corresponding work and further acknowledges a receipt of, and agreement to comply with, the current Martis Camp Architecture Handbook, Martis Camp Community Association Rules and Regulations and agrees to comply with the governing documents of the Martis Camp Subdivision, and assumes responsibility for all homesite construction-related activities, fines, Construction Administration Fees and Contractor Deposits, until Final Release is granted by Martis Camp Architecture Review. The home may not be occupied until Martis Camp Architecture Review issues a Certificate of Final Release [or conditional Final Release] and Placer County issues a Certificate of Occupancy.


GENERAL CONTRACTOR

DATE

MARTIS CAMP ARCHITECTURE REVIEW

DATE

BLASTING NOTIFICATION APPLICATION (MUST BE COMPLETED BY THE CONTRACTOR)

	DATE	SITE		
	OWNER			
	COMPANY	CONTRACTOR'S NAME		
	ADDRESS			
	E-MAIL	PHONE	FAX	

DATE OF PLANNED BLASTING	TIME AND DURATION OF PLANNED BLASTING
DESCRIBE THE QUANTITY AND EXTENT OF THE BLASTING:	
<hr/> <hr/> <hr/>	

THIS SHEET, ALONG WITH A SITE PLAN INDICATING THE AREA OF BLASTING ACTIVITY, MUST BE COMPLETED AND SUBMITTED TO THE ARCHITECTURE REVIEW ADMINISTRATOR AT LEAST TWO WORKING DAYS (48 HOURS) PRIOR TO THE SCHEDULED BLASTING. The Architecture Review Administrator has the authority to consult and coordinate with neighbors nearby the proposed blasting site and to withhold permission of the scheduled blasting, if necessary. The requirement of this notice by the Martis Camp Community Association is in addition to any other requirements, including county, state, federal and aviation statutes.

FOR DEPARTMENTAL USE

Martis Camp Community Association permission granted: Yes <input type="checkbox"/> No <input type="checkbox"/>			
TITLE	NAME	SIGNATURE	DATE
Architecture Review Administrator			



2016 CONSTRUCTION HOURS AND HOLIDAYS

CONSTRUCTION HOURS

Monday through Friday the construction gate opens at 6:45 a.m. so that construction may begin promptly at 7:00 a.m. and will close a half hour before construction hours listed below

NOVEMBER 3, 2015 THROUGH FEBRUARY 27, 2016

Monday through Friday: 7:00 a.m. to 5:00 p.m. unless otherwise permitted by Architecture Review

Saturday: 8:00 a.m. to 5:00 p.m. unless otherwise permitted by Architecture Review

MARCH 2, 2015 THROUGH OCTOBER 30, 2016

Monday through Friday: 7:00 a.m. to 6:00 p.m. unless otherwise permitted by Architecture Review

Saturday: 8:00 a.m. to 5:00 p.m. unless otherwise permitted by Architecture Review

CONSTRUCTION RESTRICTIONS

SATURDAYS: quiet construction only unless otherwise approved by Architecture Review

*Quiet work is defined as any work that is not heard beyond property lines

SUNDAYS: no construction allowed

HOLIDAYS

Construction is not permitted on the following days:

New Year's Day - Friday and Saturday January 1 and 2, 2016

Martin Luther King Jr. Day - Saturday and Monday, January 16 and 18, 2016

Presidents' Day - Saturday and Monday, February 13 and 15, 2016

Memorial Day - Saturday and Monday, May 28 and 30, 2016

Independence Day - Saturday and Monday, July 2 and 4, 2016

Labor Day - Saturday and Monday, September 3 and 5, 2016

Thanksgiving - Thursday, Friday and Saturday, November 24-26, 2016

Christmas Eve - Saturday, December 24, 2016

New Year's Eve - Saturday, December 31, 2016


RESIDENTIAL MATERIALS LIST



	DATE		
	SITE		
	OWNER		
	CONTRACTOR'S NAME	COMPANY	
	E-MAIL	PHONE	FAX

ROOFING	MANUFACTURER	COLOR/FINISH	NOTES	APPROVAL
TRIM FASCIA SOFFIT STRUC.	MANUFACTURER	COLOR/FINISH	NOTES	APPROVAL
WOOD CLADDING	MANUFACTURER	COLOR/FINISH	PROFILE	APPROVAL
STONE CLADDING	TYPE	COLOR/FINISH	NOTES	APPROVAL
METAL CLADDING	TYPE	COLOR/FINISH	FASTENERS [EXPOSED OR HIDDEN]	APPROVAL
CONCRETE STUCCO	MANUFACTURER	COLOR/FINISH	FORMWORK TYPE	APPROVAL
WINDOWS SKYLIGHTS	MANUFACTURER	COLOR/FINISH	MUNTIN SIZE [IF APPLICABLE]	APPROVAL
FLATWORK	MANUFACTURER	COLOR/FINISH	NOTES	APPROVAL
LIGHTING	MANUFACTURER	COLOR/FINISH	NOTES	APPROVAL


C H A N G E R E Q U E S T S U B M I T T A L

	SUBMITTAL DATE	RESPONSE DATE	
	HOMESITE	OWNER	
	APPLICANT		
	ADDRESS		
	E-MAIL	PHONE	FAX

GENERAL REQUIREMENTS	CHANGE LIST
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<p>___ One set of loose drawings of all modified sheets</p> <p>___ PDFS of all modified sheets</p> <p>___ Architecture Review Construction Administration Fee payable to Martis Camp Community Association for: Post-Final Release Minor Change Fee: \$200/change Post-Final Release Major Change Fee: \$1,000+\$1/sf Not to exceed \$3,000 for Cabin Sites and \$5,000 for Estate Sites</p>	
NEW HABITABLE SF [IF APPLICABLE]	
s.f.	
NEW BUILDING COVERAGE [IF APPLICABLE]	
s.f.	
NEW IMPERVIOUS COVERAGE [IF APPLICABLE]	
s.f.	
CHANGE LIST	
<p>___ Enumerated list of each specific modification on this sheet or on attached sheet.</p>	
DRAWINGS	
<p>___ Each modification illustrated in all impacted drawings</p> <p>___ Each modification clouded</p> <p>___ Each modification delta'd with the associated number in the provided Change List</p>	

REQUEST FOR FINAL RELEASE APPLICATION

	DATE	SITE		
	OWNER			
	COMPANY	CONTRACTOR'S NAME		
	ADDRESS			
	E-MAIL	PHONE	FAX	

ENSURE THE ITEMS BELOW HAVE BEEN COMPLETED PRIOR TO ARCHITECTURE REVIEW SITE VISIT	CONTRACTOR INITIALS
For our records please provide PDFs of a Final Record Set reflecting all Change Requests (Including Site Plan, Floor Plans, Roof Plan and Elevations)	
Verify all work has been completed	
Verify all tools, construction materials, debris, dumpster, job toilet, etc. have been removed	
Verify that the construction sign has been removed	
Verify that the address numbers have been installed [Must be installed prior to issuance of Certificate of Compliance]	
Verify all BMPs and drainage facilities have been installed as designed and approved	
Confirm required landscaping has been installed [if applicable]	
<p>Provide Emergency Controls Plans:</p> <p>Must provide a dedicated and drafted Site Plan and Floor Plan that includes the following information as applicable: Location of all shut-off valves for water, fire system, gas and fireplace valve and key. Location of utility rooms, electrical panels, and generator. Alarm key pads, panel, battery locations, connected systems, zone list and installation company [If Flo-logic system is installed please indicate if it is connected to the alarm system.]. Any other pertinent information related to the protection/safety of occupants/property.</p>	

FOR DEPARTMENTAL USE

Martis Camp Community Association permission granted: Yes <input type="checkbox"/> No <input type="checkbox"/>			
TITLE	NAME	SIGNATURE	DATE
Architecture Review Administrator			

CLEAN FILL DELIVERY CERTIFICATE

I, _____, the undersigned hereby certify that the materials so offered were excavated from Martis Camp, Lot ____, a residential lot which does not appear to have been previously disturbed other than for timber harvesting and residential development.

License Plate Number(s): Truck _____ Trailer _____

Dated: _____

Volume in Yards (determined by ERL staff): _____

Signed: _____

Print Name: _____

Print Business Name: _____

Print Business Address: _____
