

TOLLGATE PROPERTY OWNERS' ASSOCIATION CONSTRUCTION HOME OWNER'S and PLURC CHECKLIST
Revised 4-26-2016

Tollgate is governed by a set of Covenants, Conditions and Restrictions(CC&R'S). Portions of the CC&R's relate to construction on properties within Tollgate. The Board of Directors of the Tollgate Property Owners' Association is responsible for administering these policies. To this end, and in order to avoid confusion, the following procedures and areas for review are provided to property owners who are engaging in, or about to engage in construction or remodeling of any residence, garage, or accessory building as they work with the Planning and Land Use Review Committee (PLURC.) Article 5 Section 5.1.7 - The Directors of the Association have the right to promulgate reasonable rules and regulations and impose reasonable fines for infractions. We have also attached Article 7 – Restrictions On Use Of Property for your review.

Dear Fellow Property Owner(s): Below is a list of items which the Planning and land Use Review Committee (PLURC) must check in the course of a construction project. An "X placed in the blank to the LEFT indicates that the item has NOT been provided. Two PLURC member initials placed in the RIGHT hand blank along with a date indicates that the item has been properly provided and approved by PLURC.

PROCEDURES PRIOR TO ANY PROJECT WORK

For any and all construction projects Tollgate property owners shall submit to the Tollgate office for PLURC review and approval duplicates of plans submitted to or to be submitted to Deschutes County for a building permit. Submission should be a minimum of three weeks prior to the proposed construction start.

A. PRIOR TO ANY CONSTRUCTION: PLURC

___ ___ 1. Proof of intact iron rods establishing property corners as certified by a Registered Land Surveyor. The accuracy of property lines is at all times the responsibility of the property owner. Within the prior two years of any construction on any Lot a certified survey must be completed. A copy of the surveyor's report will be placed with the PLURC prior to any construction activities. All property corners and necessary radius points will be clearly marked with iron rods or a stake set by a registered surveyor. If the PLURC is unable to establish an exact setback line, the property owner will be required to have a Registered Land Surveyor verify the placement of the structure to conform to the setback requirements.

___ ___ 2. Property identification by an approved fire plate (street address sign).

B. ADDITIONAL REQUIREMENTS:

___ ___ 1. Intact property corner iron rods marked with stakes and ribbons or a stake set by a registered surveyor. String lines should be strung between each corner stake. All property lines falling on the arc of a curve must be marked by licensed land surveyor if construction is alongside the area of the curve.

___ ___ 2. Submit a site plan which clearly presents the following details:

___ ___ a. The scale employed, such as 1 in = 20 ft.

___ ___ b. Building construction location (Lot # and street address).

___ ___ c. Setback lines shall be at least twenty-five feet from all lot lines to any structure other than greenhouses, wood shelter and fences. See CC&R 7.2.2 and 7.2.3 for setback information for greenhouses and wood shelters.

B. ADDITIONAL REQUIREMENTS: (continued)

____ d. One driveway is permitted, and shall not exceed sixteen (16) feet in breadth where it crosses common property. Driveway may flair out to twenty-four (24) feet in width immediately adjacent to the roadway to provide generous turning radius. Native dirt shall be kept covered with gravel, asphalt, concrete or pavers. Cinders are not recommended.

____ e. Parking must be provided for each building site. Native dirt shall be kept covered with gravel, asphalt, concrete or pavers. Cinders are not recommended.

____ f. Fences shall not exceed six feet in height, and material shall harmonize with the surroundings. If a fence is necessary, wood rail boundary fences are preferred. Picket, wire, solid, or view obstructing fences are not recommended and chain link fencing is not allowed.

____ g. All garbage trash, cuttings, refuse, garbage and refuse containers, fuel tanks, clotheslines, and other service facilities shall be screened from view from neighboring units and common areas. Screening shall harmonize with the surroundings.

____ h. Tree (greater than 18" in girth at a point 36" above original ground level at the tree) removal is permitted only where necessary for construction, thinning for beautification, forest health and reduction of fire hazard. The location and identification (marked by a ribbon available in Tollgate office) of trees proposed for removal and for those to remain shall be shown on the plot plan. PLURC approval is required.

____ i. Septic tanks and drain fields shall meet County Environmental Health Department standards. The location of tank, drain field, and reserve area must be shown.

____ j. Disturbance to common area should be kept at a minimum. Any disturbance to common area will need to be restored to its natural state upon completion of project.

____ **3.** Planned residential construction requires submission of full building plans describing the following:

____ a. Dwelling shall not exceed two stories in height of thirty (30) feet above the average original grade elevation, and it shall not be less than 800 square feet exclusive of porches, garages, accessory buildings, and carports.

____ b. One garage or carport is permitted and not more than two accessory buildings upon each lot. In addition, a greenhouse and wood shelter are allowed. See CC&R 7.2.2 and 7.2.3.

____ c. Complete plans shall include floor plans, foundation plans, cross sections, elevations, details, plot plan and specifications, and shall be identical to plans to be submitted for a County building plan. For your convenience a sample plan is available in the Tollgate office.

____ d. Roofing materials shall be of shake tile products, metal roofing with bonded paint finish, or a Class-A fire retardant asphalt and/or fiberglass shingles. Wood shakes and wood shingles shall not be allowed on new construction or when more than five-hundred square feet (500 ft square) of roofing is being replaced. If composition or fiberglass shingles are used, they shall be an Architectural 30 year roof or better, and simulate wood shingles in profile, style, appearance, flat three tab is NOT allowed. Exact samples and a signed statement concerning the specifications of the roofing material to be used shall be submitted for approval. Submit exact samples and colors for approval.

B. ADDITIONAL REQUIREMENTS: *(continued)*

____ e. Building exteriors are to be finished with materials which complement the natural environment. Color samples for exterior colors of siding and trim for all buildings shall also be submitted for approval prior to use. Exteriors of accessory buildings shall match, in appearance, the dwelling building on the same lot. Proposed exterior colors are to be submitted for approval. If color is questionable a 1 foot by 1 foot sample is required. For your convenience, sample of acceptable colors are available in the Tollgate office.

____ f. A properly executed Construction Agreement is on file.

____ 4. Proposed accessory buildings must be approved by the PLURC and have the same materials as the residential structure. Exteriors of accessory buildings shall match, in appearance, the dwelling building on the same lot.

____ 5. Proposed accessory buildings in excess of 200 square feet and/or 10 feet in height shall require a county building permit.

____ 6. Hours of Construction: Hours of construction operation are limited to 7 a.m. to 7 p.m. Monday through Friday, 8 a.m. to 7 p.m. on Saturday and Sunday. The use of loud equipment is prohibited on Sunday. Also have the workers avoid causing unnecessary disturbances such as occasioned by electronic audio amplification.

____ 7. Contractor Signs: Only one sign, no larger than 3 feet by 3 feet, identifying each contractor is permitted. The sign will be on its own post and shall not be placed higher than 42 inches from the ground and must be located on the property, not the common area. Contractors must remove the sign upon completion of construction.

____ 8. Tollgate has a leash law. Please Inform anyone working on said property to have their dogs on a leash at all times.

C. SUBSEQUENT TO PLURC PLAN APPROVAL – THE FOLLOWING MEASURING MUST BE MADE BY AND APPROVED BY THE PLURC: The PLURC requires notification of at least 2 days prior to any required inspections.

____ 1. **STEP ONE:** String lines: Provide stretched string line between any property corners along the property lines with clearly visible stakes. Property corner string lines must remain until step 4 is completed. Provide stretched string line of the proposed structure with clearly visible stakes. *PLURC MUST MEASURE AND APPROVE PRIOR TO STEP TWO.*

____ 2. **STEP TWO:** Dig-out: Allow your contractor to excavate the area and restring proposed structure. *PLURC MUST MEASURE AND APPROVE PRIOR TO STEP THREE.*

____ 3. **STEP THREE:** Allow your excavation contractor to place the forms for the foundation (with county, approval). *PLURC MUST MEASURE AND APPROVE PRIOR POURING ANY CONCRETE AND MOVING ON TO STEP FOUR.*

____ 4. **STEP FOUR:** After the concrete is poured, the PLURC must again measure from the property lines to the foundation prior to continuing with construction.

____ 5. The PLURC should be notified upon completion of construction so that they may affirm compliance with the approved original proposal.