



DESIGN REVIEW PROCEDURES CHECKLIST

****FINAL****

Update as of: 3/27/23

Lot Number: _____ Owner(s) _____

Address _____ Home phone _____ Work phone _____

Date _____ Lot# _____

All plans must be digitally submitted to and approved by the Pine Forest Design Review Committee prior to any work being commenced on a site and prior to submittal of plans to the Town of Truckee for a permit.

All projects must be constructed in accordance with all portions of the Design Guidelines as well as all Town of Truckee codes and regulations.

All plans for improvement of any lot, including site disturbance of any kind must be constructed and completed in accordance with the plans approved by the Pine Forest Design Review Committee.

REQUIREMENTS FOR PLAN SUBMITTAL:

1. Site Plan: Minimum scale: 1/8" = 1'-0"

- _____ a. Property lines with metes and bounds
- _____ b. Setbacks and easements
- _____ c. North Arrow
- _____ d. Existing and revised topographic contours (2ft. minimum)
- _____ e. Trees to be saved (5" dbh and greater and all to be removed) within building envelope. Per the defensible space guidelines, trees within 10' of home must be removed and / or provide necessary clearance by removing tree limbs 10' above roof line and chimneys.

- ____f. Site grading and drainage
- ____g. Edge of pavement
- ____h. Building footprint and roof overhangs dashed with dimensions to Property lines at all sides
- ____i. All hardscape and landscape
- ____j. Snow storage area
- ____k. Coverage calculations of impervious coverage
- ____l. Limits of construction activity zone
- ____m. Driveway radius from street, width, slope and material
- ____n. Guest parking (2) locations and indication of vehicular maneuvering
- ____o. Finish floor heights
- ____p. Utility stub locations and connections to home
- ____q. Retaining walls if applicable with top and bottom elevations.
- ____r. Exterior equipment, spas and other similar features, including method of screening when applicable.

2. Floor Plans: Minimum scale: 1/8" = 1'0"

- ____a. One plan for each floor of every structure
- ____b. Porches and decks
- ____c. Square footage for each floor and a total
- ____d. Square footage for each hard surface
- ____e. Finished Floor Elevations

3. Landscaping Plan: Final Submittal:

- ____a. All hardscape features

_____ b. Landscape vegetation species and placement

4. Exterior Elevations: Minimum scale: 1/4" = 1'0"

_____ a. All elevations with compass orientation (N, S, E, W)

_____ b. All exterior materials noted with finish proposed

_____ c. Elevation facing street with accurate colors noted with color board

_____ d. Heights of all ridges above natural grade

_____ e. Roof pitches

_____ f. Retaining walls (provide top and bottom elevations)

_____ g. Porches

_____ h. Existing and finished grade lines

_____ i. Exterior utility locations whether attached or freestanding

_____ j. Window and door manufacturer

5. Material Board:

a. This is a digital or physical submittal including specific architectural details with regards to fascia boards, window trims, door trims, stair railing, deck railing, condenser sheds (if applicable), utility sheds, etc.

6. Exterior Details:

_____ a. Window and door trim details

_____ b. Entry door detail and specification

_____ c. Details and specification Garage door

_____ d. Fascia and other roof related details

_____ e. Details of any proposed exterior railings and guardrails

_____f. Equipment and spa screening/enclosure details

_____g. Details of timber beams/accents and other architectural features

7. Other items submitted:

8. Submittal Fees: Paid 1 week prior to Construction Start

_____a. Contractor's Deposit (refundable if no costs): **\$10,000**