

**ARCHITECTURAL
REVIEW
MANUAL**

FOR

ALPINE MEADOWS

BY

**BEAR CREEK
PLANNING COMMITTEE (BCPC)**

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NOTE: BCPC may make changes and corrections to the ARM, in whole or in part, at any time and any updates to the ARM shall apply to all pending and future applications. Most changes and corrections to the ARM will be noted as Revisions and the Revisions will be numbered sequentially. The ARM may periodically be updated through a more comprehensive review process, and these will be noted as an edition based on the year of adoption.

ACRONYMS

AME	Alpine Meadows Estates
AMEA	Alpine Meadows Estates Association
ARM	Architectural Review Manual
BCA	Bear Creek Association
BCPC	Bear Creek Planning Committee
BCVB	Bear Creek Valley Board
CC&Rs	Covenants, Conditions, and Restrictions
DA	Design Advisor
DRC	Design Review Committee
HOA	Homeowners' Association
JMA	Juniper Mountain Association
PC	Plan Coordinator

INTRODUCTION

Welcome to Alpine Meadows. You've chosen to build or improve your home in a beautiful place.

MISSION STATEMENT: The Covenants, Conditions, and Restrictions (CC&Rs) of the three Homeowners' Associations in Alpine Meadows empower the Bear Creek Planning Committee (BCPC) with design review and approval authority on behalf of these Associations. BCPC's goal and role, as set forth in the CC&Rs of each subdivision, is to ensure that community development maintains the highest levels of integration between built and natural environments. New projects, remodels, maintenance work and even landscaping should demonstrate an obvious and thoughtful response relative to the dynamic environment of the Valley and to the community and neighboring surrounds.

The original developers of the Alpine Meadows Valley envisioned that the homes built here would be built in a manner that was harmonious with each other and with the natural beauty of the area. The CC&Rs adopted by these developers embraced this concept by including standards for reviewing all building projects. The responsibility for implementing these standards and maintaining the ambiance that drew us here, and for review of building projects in the Valley, was given by the developers to the BCPC. The BCPC is comprised of homeowners from the three Associations in Alpine Meadows - Bear Creek Association (BCA), Juniper Mountain Association (JMA), and Alpine Meadows Estates Association (AMEA). Almost all lots in the Valley include CC&Rs that require exterior improvements be approved by BCPC. BCPC is charged to maintain the architectural spirit of our community but not to set its architecture in a moment in time. While design guidelines and procedures for approval and enforcement have evolved over time, the intent of the standards has remained consistent.

The current design guidelines and procedures for development in the Valley are set forth in this Architectural Review Manual (ARM). The ARM describes which improvements require BCPC approval, the review and approval process, and the standards by which such improvements are evaluated. In general, any improvement or alteration to a lot, change in the land coverage or appearance of the lot, or change in exterior appearance of an existing home, is subject to BCPC review. In addition to application fees, which are used to fund BCPC's operations, a Performance Deposit is required to ensure that applicants comply with the standards and procedures set forth in this document and complete their projects in a timely manner.

The process to approve a typical application may take place over multiple months and multiple meetings with the BCPC. Be sure to consider these time requirements, which vary by type of project, when planning your design and construction schedule. Your schedule may also be affected by weather conditions, which can limit opportunities to perform required site inspections. BCPC typically does not meet during the winter months of December, January, and February, and does not perform site inspections when snow is on the ground.

The requirements listed in this document may seem daunting to the uninitiated. BCPC strongly suggests that applicants work with a licensed design professional familiar with building in an alpine environment and familiar with the BCPC review process when you develop your plans and bring them to BCPC for review. A number of excellent designers in the Lake Tahoe area have been through BCPC review process.

BCPC recognizes owners' right to build or improve their home to enjoy their property. The ARM and its review/approval process are structured so improvements will be integrated with that of other homes and the natural beauty of the Valley, seeking to ensure that your rights to enjoy your property are properly balanced with the rights of other homeowners through review of current and future development on all lots. This, in turn, ultimately benefits all owners, lots and neighborhoods within Alpine Meadows.

The guidelines set forth in this ARM are not intended to be rigid restrictions on improvements or land use. Rather, they are intended to:

- Convey to property owners contemplating improvements to their lots, the site and design standards that the Alpine Meadows community considers necessary and appropriate to preserve the community character;
- Articulate the policies and goals by which BCPC reviews and regulates improvements and land use; and
- Set forth the site and design principles that increase the probability of BCPC approval.

The broad discretion of BCPC obligates BCPC to consider such factors as:

- The location of the proposed improvement on the owner's lot;
- The appearance of the proposed structure or improvement, taking into consideration the character of the neighborhood in which it is proposed to be built and evolving tastes and trends in architectural design;
- The materials that are proposed for use in the project;
- The harmony of the proposed improvement with the surroundings; and,
- The impact that the proposed improvement will have on neighboring properties.

Over the span of more than 65 years, development in the Alpine Meadows Valley has evolved to reflect a variety of architectural styles and influences, and the development of new materials and applications, all while preserving the harmony of homes with their natural and built surroundings.

CHAPTER I. OVERVIEW AND ADMINISTRATION

A. HISTORY

Single-family residential development in the Alpine Meadows Valley began in earnest in 1961 with the start of the Bear Creek subdivision. Development of Alpine Meadows Estates (AME) subdivisions began with Unit 1 in 1962. Development of the final major subdivision, Juniper Mountain, or Unit 11, began in 1972.

BCPC was formed in 1961 as a committee of BCA for the purpose of conducting design reviews and approving all lot improvements proposed in that community. An agreement was later reached for BCPC to exercise the same function for AME subdivisions, or Units, as they are known. This agreement also included the Juniper Mountain community.

As BCPC's responsibilities expanded, the membership also expanded to include representatives from the new subdivisions. Eventually it became an independent non-profit corporation, operating in cooperation with the three organizations representing homeowners in the Valley: BCA and JMA, both legally constituted Homeowners' Associations (HOAs), and AMEA, a voluntary association.

Today BCPC's jurisdiction includes all of BCA and JMA, the great majority of lots within AME and other lots with recorded CC&Rs within Alpine Meadows. This jurisdictional authority is incorporated in legally enforceable CC&Rs that are recorded for each subdivision. A limited number of properties are exempt from BCPC jurisdiction, including AME Unit 5 and some lots within AME Unit 3. Properties in AME Units 1 and 2 are subject to BCPC jurisdiction but with different processes (see Appendix A for details).

B. GENERAL RESPONSIBILITIES OF BCPC

To achieve the broad goals set out in the CC&Rs, BCPC requires that residential building projects be reviewed by BCPC to determine if they reasonably conform to standards for exterior appearance and compatibility with their neighbors and the natural environment. These standards are in addition to standards enforced by governmental entities with jurisdiction in the Valley. Approval by these governmental entities, such as Placer County, is typically dependent on receipt of plans from the applicant that have been stamped as approved by BCPC.

BCPC reviews plans and specifications for all new construction or alterations that affect the exterior appearance of a structure, the location of structures, the appearance of the land and landscape, and the relationship of any improvement to the whole to the environment. Examples of projects requiring review include; new homes, additions and changes to structures that affect their exterior appearance, driveways, decks, spas/hot tubs, generators/AC units, exterior window or door changes, roof or exterior color changes, landscaping and grading, and tree removal. See Chapter II for more detailed information on projects, improvements or changes requiring approval.

BCPC review is not required for interior work, or for exterior maintenance that does not change the shape or exterior appearance of structures in any way, otherwise known as "like-for-like" maintenance. In the case of older homes, it is recognized that it may not be possible to replace materials on a like-for-

like basis. In such cases, owners should contact BCPC to determine whether approval for substitute materials may be required.

C. GENERAL INFORMATION

BCPC's plan approval procedures are designed to:

- Give Applicants ample opportunity to explain what they want to achieve in the development of their property. As used in this ARM, "Applicant" and "Owner" are used interchangeably – sometimes the Owner may attend the meetings described below or submit the required materials, but often it is the owner's agent (design professional, contractor, etc.) who does these things as the Applicant, representing the Owner. Owners are responsible for all actions of their agents, and are ultimately responsible for compliance with the ARM and all required approvals.
- Ensure consideration of all relevant factors, including neighbor input, for a fair and appropriate decision.
- Facilitate a productive exchange between BCPC representatives and the Applicant so that plans will ultimately achieve the Owner's objectives but will be in harmony with the neighborhood and the environment.

D. BCPC ORGANIZATION AND OPERATIONS

The members of BCPC are property owners within BCPC jurisdiction, elected or appointed by the three HOAs in the Valley: BCA, AMEA, and JMA. The election and appointment processes are governed by a Joint Powers Agreement between the HOAs. BCPC has nine members and three alternate members. BCPC membership and other roles and responsibilities are described below.

BCPC Executive Committee: Three of the elected or appointed members of BCPC are the Presidents or Members of the Boards of Directors of the HOAs. They form the Executive Committee of BCPC and oversee BCPC policy and operations, directly supervise financial and legal matters, and meet as necessary. The Executive Committee is not involved with processing applications for approval. Their terms as BCPC members are coterminous with their terms as an HOA officer.

Design Review Committee: The remaining six members and three alternates are elected or appointed by the respective HOAs and comprise the Design Review Committee (DRC). DRC members annually elect a DRC Chairperson, Vice Chairperson, and Treasurer. The DRC is responsible for processing and acting on all applications for approval for BCPC.

Design Advisor: The DRC may elect to use the assistance of a Design Advisor (DA), who is a licensed design professional acting under contract, when evaluating Major and Minor projects (See Chapter II for definitions of Major and Minor Projects). A review by the DA will include an evaluation of an application to determine conformance to BCPC policies and standards found in the ARM. While not all Major or Minor projects will be reviewed by the DA, the same procedures and guidelines apply.

Plan Coordinator: To facilitate the application process, the Chairperson of the DRC will assign a DRC member to be the Plan Coordinator for each application. The Plan Coordinator will act as liaison for all communications between the DRC, the DA, the Applicant, and interested neighbors through the entire process of obtaining Preliminary Plan, Construction Plan, and Final Inspection approvals. The Plan Coordinator will be available to these parties to answer questions about the nature of the proposal, the plan approval process, and standards. The Plan Coordinator may participate in the DRC's deliberations and decisions on all applications.

DRC Subcommittees: From time to time the Chairperson of the DRC may appoint a Subcommittee of the DRC, comprised of one or more members, with authority to approve or otherwise act on small project applications or other matters requiring immediate attention. These actions of the Subcommittee are recorded by the DRC at its next regular meeting.

Other DRC Roles: Other professionals operating under contract will also assist the Executive Committee and the DRC. A Recording Secretary will be present at all DRC meetings and assist the Chairperson in receiving, collating, and filing all application materials, as well as transcribing minutes and managing correspondence. Other professionals will assist with accounting and legal work.

E. DESIGN REVIEW COMMITTEE MEETINGS

DRC meetings are scheduled for the third Saturday of the month from March through November (meetings may be called at the discretion of the DRC in December through February). DRC meetings typically start at 9:00 AM but start times may vary so please contact the Recording Secretary for details (see Appendix D). Meetings between the Owner or the Owner's agent(s) and the DA may be arranged at any time that is agreeable to both parties.

All items will be considered in Open Session except those designated for Executive Session. Public comments are invited but time limits may be imposed. Public comments may be presented orally, by mail, or by email. Meetings may be electronically recorded by the DRC for purposes of preparing meeting minutes. Executive Sessions will be limited to personnel, potential or actual litigation, and matters relating to the formation of contracts with third parties and only BCPC directors or officers (or other necessary BCPC agents, such as the DA or legal counsel) may attend an executive session.

Requests for items to be placed on the DRC agenda must be submitted in writing to the Recording Secretary at least 7 calendar days prior to each DRC meeting. Late submissions may be accepted at the sole discretion of the DRC Chairperson, but acceptance of late items is not guaranteed. Other interested parties may request a copy of the agenda.

F. PERIODIC REVIEW OF BCPC POLICIES, PROCEDURES, AND DESIGN GUIDELINES

BCPC acting as a whole - Executive Committee and DRC - may periodically update or revise the ARM and the policies, procedures, and design guidelines contained therein. Changes to State or local law, the introduction of new building standards and materials, or other factors may necessitate changes to the ARM. Changes will be incorporated into either revisions or, periodically, new editions of the ARM. New revisions or editions may be noted on the cover page of the ARM.

G. PLAN RECORD KEEPING

BCPC maintains an archive of building plans for most projects that have received Final Approval.

For any architectural plans dated prior to December 1, 1990 that do not have copyright protection, for a fee an Owner may make copies of architectural plans that are in BCPC's records pertaining to that Owner's lot.

As to architectural plans dated on or after December 1, 1990, BCPC upon payment of a fee may allow an Owner to inspect the plans, but not make copies or photographs of them without the Owner obtaining written permission of the architect/designer of record and copyright holder, if different (See Appendix B – Fee Schedule, for the fees involved in obtaining archival documents).

BCPC may require any person, Owner or Applicant seeking to review or copy plans or records to sign a Release and Indemnity Agreement, releasing, defending, holding harmless and indemnifying BCPC, DRC and its directors, officers, members, and agents from any claims, liabilities, costs or expenses related to or arising from the inspection, copying or use of said plans and records.

CHAPTER II. PLAN APPROVAL PROCEDURES, POST-APPROVAL PROCEDURES, AND GENERAL ADMINISTRATION

Any new construction or alteration on a lot, change in the land coverage or appearance of the land, or change in exterior appearance of an existing home must have approval from the BCPC before any construction activity can commence.

Plan approval procedures set forth in this Chapter II, Sections A-C, apply to all subdivisions except AME Units 1 and 2. Plan approval procedures for AME Units 1 and 2 are set forth in Chapter IV. Post-approval and general administration procedures set forth in this Chapter, Sections D-E, apply to all subdivisions, including AME Units 1 and 2.

A. INITIAL PLANNING CONSIDERATIONS FOR THE OWNER

The DRC may deal with either the Owner or the Owner's agent; however, the Owner retains all responsibility for the actions of the agent, as well as for adhering to all deadlines for application submission, inspection requests, conformance to procedures and standards set forth in this ARM or the relevant CC&Rs, and conditions of project approval. Appendix A of the ARM sets forth the procedures, standards, and setbacks applicable to properties broken down by lot and unit number. All Applicants are required to sign the form in Appendix G acknowledging receipt of the ARM and that the Applicant has read the ARM, understands its requirements and agrees to comply with the requirements.

Applicants must also conform to public agency requirements that may alter or supersede provisions contained herein. Such agencies include, but are not limited to, the Placer County Community Development Resource Agency (Planning and Building divisions) and Environmental Health Department, the Alpine Springs County Water District (water and sewer), the North Tahoe Fire Protection District, and the U.S. Forest Service.

Applicants are responsible for determining their Unit (subdivision) and Lot Number. This information can be found in the property title documents. BCPC generally obtains current mailing addresses from the HOA membership directories. To ensure timely BCPC communications, Owners are responsible to ensure that HOAs, and thus BCPC, has access to their most current mailing address.

The DRC strongly encourages owners to consult with licensed design professionals experienced in mountain environments, especially for Minor and Major Projects (as described below). The DRC reserves the right to deny plans that are not complete, legible, or in conformity with the requirements set forth in Appendices E1, E2, and E3.

For the purposes of scheduling approval requests, please note that the DRC meets to approve applications from March through November. The DRC does not consider applications from December through February; however, it may appoint a subcommittee for approval of small projects or other matters requiring expedited attention during these months.

In addition, projects are generally not granted Preliminary Plan approval or Final Inspection approval (as described below) when there is snow on the property, unless the project area is accessible and free of snow. ***In all cases, no site work of any kind, including grading, excavation, tree removal or***

construction, can begin until Construction Plan approval has been granted by the DRC, all conditions placed on the approval (“subject-to” conditions) have been satisfied, and the Performance Deposit has been paid.

B. CATEGORIES OF PROJECTS FOR BCPC REVIEW

The ARM categorizes projects as follows:

1. *Small Projects* – Small Projects are projects (other than Minor Projects or Major Projects) that change the exterior appearance of the property, such as re-roofing, new windows or doors, exterior painting and re-siding involving a change of color or material, landscaping, and tree removal/defensible space tree removal.
2. *Minor Projects* – Minor Projects are projects that change the amount of coverage on a lot, or otherwise require Neighbor Notification, such as decks, patios, walkways, driveways, generators, and hot tubs/spas.
3. *Major Projects* – Major Projects are projects that add mass or volume to an existing dwelling, such as new residences or remodels/additions.

The plan approval procedures, the time required to complete the approval process, and the fees and other charges, are all a function of the type of project. The DRC may, at its discretion, decide into which category a project falls.

C. PLAN FEES AND PERFORMANCE DEPOSITS

Non-refundable Plan Fees are charged to offset the cost of BCPC operations. Plan Fees do not guarantee project approval and no refunds will be given if a project is not approved. One Plan Fee allows for one submission within the time set by the ARM. If project approval is not timely obtained or expires, a new Plan Fee will be due for a new review process for the project. A Plan Fee is due at the time a project is initially submitted for DRC review and approval (see Appendix B for the fee schedule).

A Performance Deposit is required before Construction Approval can be given on any project. The deposit is refundable when Final Inspection determines that a project is complete and in conformance with BCPC standards. In the event of violations during construction or other issues, BCPC may charge fines, fees or other costs or expenses against the Performance Deposit as set forth in this ARM.

Any person commencing work prior to DRC approval is subject to payment of fines or other sanctions (see Section E below).

D. REVIEW AND APPROVAL PROCESS BY PROJECT CATEGORY

The following describes in detail the steps for DRC review and approval for each category of project. See Appendix C for a Quick Reference Outline of the sequence of project approval. Additional DRC processes following project approval are described in Section D below.

1. Small Projects

Applicants must request Small Project Review at a regular DRC meeting by contacting the BCPC Recording Secretary (see Appendix D for address of Recording Secretary). Small projects are generally considered and approved at a regularly scheduled DRC meeting; however, approval may, at the discretion of the DRC, be granted by a Subcommittee.

At the Small Project Review, Applicants must provide the DRC with specifics of the proposed changes. For example, for re-roofing and re-siding projects, Applicants must provide a sample of the new material(s) and designate areas to be re-roofed or re-sided. For color changes to a structure, Applicants must provide color samples and indicate areas to be changed. For window and door changes, Applicants must indicate location on house elevation drawings along with color and material specifications.

For live tree removal requests, including for defensible space purposes, all trees to be removed must be clearly marked on site and a copy of the North Tahoe Fire Protection District "Notice of Fire Hazard Inspection," or a written report by a licensed arborist or registered forester regarding trees recommended for removal for reasons of disease or danger to structures, must be provided.

If the project is approved at the DRC Small Project Review, the Applicant must provide the appropriate Plan Fee (see Appendix B) and a signed Acknowledgment Form (see Appendix G) with the application. The Applicant must also provide the appropriate Performance Deposit (see Appendix B) before work may commence. No fees or deposits are required for tree removal, including tree removal for defensible space. Approval may be granted as soon as practical after submission of the project request and associated fees and forms.

SMALL PROJECTS

Includes: Projects that change the exterior appearance of the property; re-roofing, new windows or doors, exterior painting and re-siding involving a change of color or material, landscaping, tree removal, defensible space tree removal, or bear boxes

No. of meetings required for approval: One

Fees required for approval: Small Project Plan Fee and Performance Deposit

Required Materials: Samples of construction materials and colors; sketch, diagram, or plans clearly showing areas to be worked on; completed Acknowledgment Form

2. Minor Projects

Approval of Minor Projects involves up to four (4) steps:

1. Conceptual Review (optional);
2. Initial Review, including determination of the scope of Neighbor Notification and whether the assistance of the Design Advisor is required.
3. Preliminary Plan Approval Hearing, including Project Stakeout review;
4. Construction Plan Approval.

Additional post-approval steps may be required, including a Field Inspection (“batter board” inspection), revegetation plan approval, and a Final Inspection.

Step 1: Conceptual Review for Minor Projects (Optional)

Conceptual Review is intended to assist the Applicant in reviewing design options early in the design process, prior to undertaking the expense of a complete preliminary design. It is an optional step for a Minor Project.

The Applicant must request Conceptual Review of the project at a regular DRC meeting by contacting the BCPC Recording Secretary (see Appendix D for address of Recording Secretary). The Applicant should provide conceptual drawings at the meeting to facilitate the review. BCPC members present will express their initial impressions as to the appropriateness of the design and its conformance with standards of this ARM and/or CC&Rs, along with suggested enhancements that may make the plan more likely to be approved when submitted for Preliminary Approval. No formal DRC actions will be taken during Conceptual Review and no plan approval commitments will be made.

A Conceptual Review Fee (see Appendix B) is required and will be applied to the Plan Fee if a Preliminary Plan is submitted within 6 months of the Conceptual Review. Up to two Conceptual Reviews may be granted under the same fee. The Applicant should consider input received from the DRC and DA prior to subsequent Conceptual submittals. Resubmittals must address issues discussed at prior Conceptual Review.

Step 2: Initial Review for Minor Projects

The Applicant must request Initial Project Review of a project at a regular DRC meeting or by contacting the BCPC Recording Secretary).

An Initial Review of the plans for a Minor Project is required by BCPC to:

- Determine whether the project has been correctly categorized as Minor (or must be recategorized as Small or Major);

MINOR PROJECTS

Include: Projects that change coverage on a lot or otherwise require Neighbor Notification, such as decks, patios, walkways, driveways, generators, and hot tubs

No. of meetings required for approval:
2-4

Fees required:

Optional Conceptual Review: \$100

For Neighbor Notification to proceed:

Minor Project Plan Fee

Construction Approval: Minor Project Performance Deposit

Minimum Required Materials:

Optional Conceptual Review: Sketches or diagrams of proposed project

Initial Review: Complete plans and/or indication that complete plans per the Preliminary Submittal Checklist will be available in time for Neighbor

Notification to take place, completed Acknowledgement Form

Neighbor Notification and Preliminary

Approval: Complete plans per Preliminary Submittal Checklist, stakeout

Construction Approval: Complete plans per Construction Submittal Checklist, materials board, exterior light fixture specs

- Determine whether the nature of the project requires Neighbor Notification and to designate the lots which should be notified. Neighbor Notification is typically only required for Minor Projects that risk impacting the harmonious nature of the community or the enjoyment of any Owner's property;
- Determine whether the nature of the project requires the involvement of the DA in the approval process; and
- Evaluate the completeness of the submission for Preliminary Plan Approval and Neighbor Notification, if required.

Hard copies of plans must be brought to the Initial Project Review. The DRC may require 3D views and/or physical models to facilitate the DRC's understanding of any project and may particularly be recommended for complex Minor Projects.

The plans and checklists will be reviewed by the DRC to make sure the application is complete. If any significant items are missing or inaccurate, the application will be returned with an explanation of the deficiencies that must be rectified before the project may be considered for Preliminary Plan Approval and Neighbor Notification, if required.

The DRC will determine at its discretion whether Neighbor Notification is required, which lots should receive notification, and whether the involvement of the DA is required. While Minor Projects include all projects increasing the coverage of a lot (e.g., patios, driveways, decks) and all hot tubs and generators/AC installations, not all such projects have the potential to significantly impact the community or neighbors. As such, neighbor notification is only required when it would risk impacting the harmonious nature of the community or the enjoyment of any Owner's property as determined in the discretion of the DRC.

The DRC may involve a DA in its discretion. The DA's involvement is typically sought when the nature of a Minor Project and the extent of a project's compliance with the Chapter III of the ARM is in question. For projects requiring DA input, once the Plan Fee has been paid, the DA will work with the Owner and/or their representatives until the submission is deemed ready for Neighbor Notification. The DA will evaluate the project for compliance with applicable standards and design review guidelines (see Chapter III). The DA or Applicant may request an in-person or phone meeting to discuss any project issues. One additional review and meeting with the DA is included in the original Plan Fee as long as the additional review occurs within 6 months of the first review. Any other reviews with the DA will be charged to the Applicant on an hourly basis.

The DA will prepare a written report to the DRC identifying required variances, deviations from applicable standards of the ARM, and comments on the extent to which the proposal bears a harmonious relationship to the land and neighboring properties. The report may suggest alternatives to be considered. A copy of the report will be provided to the Applicant. Should any revisions to the plans provided for Initial Review be required, revised plans must be provided to the BCPC Recording Secretary no later than 10 calendar days after the Initial Review meeting in order to permit preparation of the DA report.

If the application is ready to proceed to the Preliminary Plan Approval hearing, the Applicant must request initiation of the process at the Initial Review meeting (or at a later date by contacting the BCPC Recording Secretary [see Appendix D for address of Recording Secretary]) and pay the Plan Fee and

other applicable fees (see Appendix B). (The Preliminary Plan Approval Hearing will not proceed until the appropriate fees have been paid). The Recording Secretary will advise the Applicant that the hearing is scheduled.

No Minor Project – regardless of the potential requirement for Neighbor Notification - will proceed to a Preliminary Plan Approval hearing until the following are received by the Recording Secretary:

- Two sets of Preliminary Plans, containing all the information specified in the Project Information Sheet and the Preliminary Submittal Checklist (Appendices E-1 and E-2), along with these completed forms. In addition, Applicants are encouraged to provide plans in an electronic format;
- The full Plan Fee (see Appendix B; check made payable to BCPC); and
- The completed Acknowledgement form (see Appendix G).

The DRC will assign a Plan Coordinator, who shall be the Applicant’s primary point-of-contact for any questions or concerns.

Step 3: Preparation for Preliminary Plan Approval for Minor Projects

Step 3a: Neighbor Notification. For Minor Projects identified during Initial Review as requiring Neighbor Notification. No later than **14 calendar days** prior to a DRC meeting at which an applicant desires a Preliminary Plan Approval Hearing, the BCPC Recording Secretary must have received the following or Neighbor Notification will not proceed and the desired Preliminary Plan Approval Hearing may not take place:

- Notification from the DA that the submittal is ready for Neighbor Notification and the Preliminary Approval Hearing;
- The full Plan Fee (see Appendix B; check made payable to BCPC); and
- The completed Acknowledgement Form (see Appendix G).

Once these requirements are met, the Recording Secretary will mail written notices of the project, including a description of its nature, scope, and any requested variances, to all owners of record for the properties previously identified as potentially affected. The Recording Secretary will also provide copies of the written notices to the Applicant, and the Applicant shall conspicuously post at least two copies on the affected property, in locations easily viewed by neighboring owners, not less than fourteen days prior to the Preliminary Plan Approval Hearing. Applicants are also encouraged to contact additional neighbors within 300 feet.

Preliminary plans of the project will be available for review by neighbors at the office of the Recording Secretary and at the Preliminary Plan Approval Hearing. Interested neighbors may also review the Project Stakeout to assist in understanding the project and commenting (see below). Neighbors may comment in writing, by mail or by email to the DRC, by comments to the Plan Coordinator, or in person at the Preliminary Plan Approval Hearing.

Step 3b: Submittal of Preliminary Plans. Applicants for Minor Projects requiring Neighbor Notification must provide copies of the Preliminary Plans to the BCPC Recording Secretary no later than **10 calendar days** prior to the Preliminary Plan Approval Hearing (if not already provided during Initial

Review) for review by neighbors and other interested parties. Requests for variances must be included in the initial application and noted on the Preliminary Plans with a written request (in Project Information Sheet) stating the specific reasons for needing to deviate from the standards and regulations described herein or in the CC&Rs. Refer to Preliminary Plan Checklist for submittal requirements.

Hard copies of plans must be brought to the Preliminary Plan Approval Hearing. Electronic copies of the Preliminary Plans (.pdf version no larger than 10MB) may also be required to be provided to the BCPC Recording Secretary to facilitate review by the DRC.

Step 3c: Project Stakeout. Applicants for Minor Projects requiring Neighbor Notification must stake out the limits of the project for review by the neighbors and the DRC no less than **8 calendar days** prior to the Preliminary Plan Approval Hearing. Accurate stakeout of the project is essential; please carefully review the requirements set forth in Appendix E-2. A stakeout inspection cannot occur when there is snow on the property unless, at the DRC's discretion, it is determined that the area covered by the project is snow-free and accessible. Preliminary Plan approval will not be considered without the required project stakeout. It is strongly encouraged that the Applicant or representative be present for the on-site stakeout inspection by DRC.

Step 4: Preliminary Plan Approval Hearing for Minor Projects

The Owner is strongly encouraged to attend the Hearing. If that is not possible, an agent may represent the Owner. The Applicant may briefly present the proposed project if requested to do so. The DA will present his/her report, if applicable, as noted under Step 2 above. The Plan Coordinator and any neighbors in attendance may comment. Written comments by neighbors will be considered. The Applicant will be given an opportunity to respond to comments.

After viewing the stakeout on site, and taking into consideration all comments received, the DRC will vote on the project. The DRC will first vote on any variance requests. The DRC will then vote on the Preliminary Plan Approval and will either approve, approve with conditions, continue, or deny the proposal. The decision of the DRC will be final unless the Applicant appeals to the Bear Creek Valley Board (BCVB) (see Section F of this Chapter and Appendix H regarding appeals). Conditions may be attached to the Preliminary Plan approval. Such conditions may include minor plan changes that the Applicant will be required to include in the subsequent Construction Plan submission. Conditions may also include a requirement that the Applicant file a negative easement against portions of the property to ensure that, in the future, those portions of the property will not be improved for illegal use as habitable space. Plan Fees and any other applicable fees must be paid in full before Preliminary Plan Approval will be granted (see Appendix B). Applicants or interested neighbors may call the Plan Coordinator or Recording Secretary to determine actions taken. Preliminary Plan approval is good for 12 months after the date of approval.

If during this process issues arise that indicate the project will not be approved, the Applicant may wish to withdraw the submittal and resubmit with revisions at a later date. The Plan Fee includes one re-submittal within six months of the first Preliminary Approval Hearing. The re-submittal should include revisions that address comments from the DRC during the first Preliminary Plan Approval Hearing. All resubmittals must follow the same Preliminary Plan Approval Process, including Neighbor Notification and Project Stakeout, prior to a subsequent Preliminary Plan Approval Hearing.

The Committee may also condition project approval on the applicant's compliance with the ARM for existing, non-conforming features.

Step 5: Construction Approval Hearing for Minor Projects

Following Preliminary Plan Approval, and within 12 months of that approval, the Applicant must request Construction Plan Approval by contacting the BCPC Recording Secretary (see Appendix D for address of Recording Secretary). The Applicant is encouraged to attend the Construction Plan Approval Hearing, otherwise an agent must be present and prepared to discuss project details such as materials, colors, and lighting. Refer to Construction Plan Checklist for submittal requirements.

The Applicant must supply the number of copies of the Construction Plans required for submittal to Placer County and an additional 2 copies to be retained by BCPC. ***Hard copies of plans for Minor projects must be brought to the Construction Plan approval hearing. Electronic versions of the Construction Plans (.pdf version no larger than 10MB) may be submitted to the BCPC Recording Secretary no later than 10 days prior to the Construction Plan approval hearing to facilitate DRC review.*** The Applicant must include all items noted in the Construction Submittal Checklist form (Appendix E3) in the Construction Plans. The Construction Submittal Checklist form must be fully completed and submitted by the Applicant in order to be considered by the DRC. The Construction Plans and Construction Submittal Checklist must be submitted no later than **10 calendar days** prior to the scheduled DRC meeting at which they are to be reviewed.

After presentation of the plans by the Applicant there will be a discussion period. If neighbors have comments relevant to the Construction Plans, they will be considered. Neighbor comments on issues resolved during the Preliminary Plan approval process will not be considered. Following the discussion, the DRC will vote to approve, approve with conditions, continue, or deny the proposed project. The DRC may, at its discretion, delegate Construction Plan approval to the DA.

3. Major Projects

Approval of Major Projects typically involves four (4) steps:

1. Conceptual Review;
2. Initial Review, including determination of the scope of Neighbor Notification. Design Advisor involvement is required for Major Project.
3. Preliminary Plan Approval Hearing (including review of Project Stakeout);
4. Construction Plan Approval.

Additional post-approval steps may be required, including a Field Inspection (“batter board” inspection), on-site material mock-up, revegetation plan approval, and a Final Inspection.

Step 1: Conceptual Review for Major Projects

The Conceptual Review is intended to assist the Applicant in reviewing design options early in the design process prior to undertaking the expense of a complete preliminary design. It is required for a Major Project.

The Applicant must request Conceptual Review of the project at a regular DRC meeting by contacting the BCPC Recording Secretary (see Appendix D for address of Recording Secretary). The Applicant should provide conceptual drawings at the meeting to facilitate the review. No plan approval commitments will be made but BCPC members present will express their initial impressions as to the appropriateness of the design and its conformance with standards of this ARM and/or CC&Rs, along with suggested enhancements that may make the plan more likely to be approved when submitted for Preliminary Approval. No formal DRC action will be taken during Conceptual Review.

A Conceptual Review Fee (see Appendix B) is required and will be applied to the Plan Fee if a Preliminary Plan is submitted within 6 months of the Conceptual Review. Up to two Conceptual Reviews may be granted under the same fee. The Applicant should consider input received from the DRC and DA prior to subsequent Conceptual Reviews. Resubmittals must address issues discussed at the prior Conceptual Reviews.

Step 2: Initial Review for Major Projects

An Initial Review of the plans for a Major Project is required by BCPC to:

- Determine whether the project has been correctly categorized as Major Project (or should be recategorized as Small or Minor Project);
- Designate the lots which must receive Neighbor Notification (Neighbor Notification is required for all Major Projects);
- Assign the Design Advisor (required for all Major Projects); and,

MAJOR PROJECTS

Include: Projects that add mass or volume to an existing dwelling such as new residences or structural additions.

No. of meetings required for approval:
3-4

Fees required:

Conceptual Review: \$100

For Neighbor Notification to Proceed:

Major Project Plan Fee

Construction Approval: Performance Deposit

Minimum Required Materials:

Conceptual Review: Sketches or diagrams of proposed project

Initial Review: Complete plans or indication that complete plans per the Preliminary Submittal Checklist will be available in time for Neighbor

Notification to take place, completed Acknowledgement Form

Neighbor Notification and Preliminary Plan Approval: Complete plans per

Preliminary Submittal Checklist, stakeout

Construction Approval: Complete plans per Construction Submittal Checklist, materials board, exterior light fixture specs

- Evaluate the completeness of the Preliminary Approval Submission and its readiness for Neighbor Notification.

The Applicant must request Initial Project Review of a project at a regular DRC meeting or by contacting the BCPC Recording Secretary.

Hard copies of plans for Major projects must be brought to the Initial Project Review. The DRC may require 3D views and/or physical models to facilitate the DRC's understanding of any project and may particularly be recommended for Major Projects.

The plans and checklists will be reviewed by the DRC to make sure the application is complete. If any significant items are missing or inaccurate, the application will be returned with an explanation of the deficiencies that must be rectified before the plan may proceed to Neighbor Notification and be considered for Preliminary Plan Approval. The DRC will determine which lots should receive Neighbor Notification and assign the DA for involvement in the approval process.

The DA will work with the Owner and their representatives until the submission is deemed ready for Neighbor Notification. The DA will evaluate the project for compliance with applicable standards and design review guidelines (see Chapter III). The DA or Applicant may request an in-person or phone meeting to discuss issues raised by the application. One additional review and meeting with the DA is included in the original Plan Fee as long as the additional review occurs within 6 months of the first review. Any other reviews with the DA will be charged to the Applicant on an hourly basis. The Owner must agree to release the DA from any claims, lawsuits or liabilities as a condition to the involvement of the DA in the review and approval process.

The DA will prepare a written report to the DRC identifying a Major Project's required variances, deviations from applicable standards, and comments on the extent to which the proposal bears a harmonious relationship to the land and neighboring properties. The report may suggest alternatives to be considered. A copy of the report will be provided to the Applicant. Should any revisions to the plans provided for Initial Review be required, revised Preliminary Plans must be provided to the BCPC Recording Secretary no later than 10 calendar days after the Initial Review meeting in order to permit preparation of the DA report.

If the Applicant is ready to proceed to Preliminary Plan Approval process, the Applicant must request initiation of the process at the Initial Review meeting (or at a later date by contacting the BCPC Recording Secretary [see Appendix D for address of Recording Secretary]) and pay the Plan Fee and other applicable fees (see Appendix B). (The Preliminary Plan Approval Hearing will not proceed until the appropriate Fees have been paid). The Recording Secretary will advise the Applicant that the hearing is scheduled.

No Major Project will proceed to a Preliminary Approval hearing until the following have been received by the Recording Secretary:

- Two sets of Preliminary Plans containing all the information specified in the Preliminary Submittal Checklist forms (Appendices E-1 and E-2), along with the completed Checklist forms. In addition, Applicants are encouraged to provide plans in an electronic format;

- The full Plan Fee (see Appendix B; check made payable to BCPC); and,
- The completed Acknowledgement form (see Appendix G).

The DRC will assign a Plan Coordinator, who shall be the Applicants first point of contact for any questions or concerns regarding the Application.

Step 3: Preparation for Preliminary Plan Approval for Major Projects

Step 3a: Neighbor Notification. **For all Major Projects.** No later than **14 calendar days** prior to a DRC meeting at which an applicant desires a Preliminary Plan Approval Hearing, the BCPC Recording Secretary must have received the following or Neighbor Notification will not proceed and the desired Preliminary Plan Approval Hearing may not take place:

- Notification from the DA that the submittal is ready for Neighbor Notification and the Preliminary Approval Hearing
- The full Plan Fee (see Appendix B; check made payable to BCPC); and,
- The completed Acknowledgement form (see Appendix G).

Once these requirements are met, the Recording Secretary will mail written notices of the project, including a description of its nature, scope, and any requested variances, to all owners of record for the properties previously identified as potentially affected. The Recording Secretary will also provide copies of the written notices to the Applicant, and the Applicant shall conspicuously post at least two copies on the affected property, in locations easily viewed by neighboring owners, not less than fourteen days prior to the Preliminary Plan Approval Hearing. Applicants may also attempt to contact additional neighbors within 300 feet.

Preliminary Plans of the project will be available for review by neighbors at the office of the Recording Secretary and at the Preliminary Plan Approval Hearing. Neighbors may comment in writing by mail or email to the DRC, by comments to the Plan Coordinator, or in person at the Preliminary Plan Approval Hearing. Interested neighbors may also review the Project Stakeout to assist in understanding the project and commenting (see below).

Step 3b: Submittal of Preliminary Plans. Applicants for Major Projects must provide copies of the Preliminary Plans to the BCPC Recording Secretary no later than **10 calendar days** prior to the Preliminary Plan Approval Hearing (if not already provided during Initial Review) to be available for review by neighbors and other interested parties. Requests for variances must be included in the initial application and noted on the Preliminary Plans with a written request stating the specific reasons for needing to deviate from the standards and regulations described herein or in the CC&Rs.

Hard copies of plans for Major projects must be brought to the Preliminary Plan Approval Hearing. Electronic copies of the Preliminary Plans (.pdf version no larger than 10MB) may also be required to be provided to the BCPC Recording Secretary to facilitate review by the DRC.

Step 3c: Project Stakeout. Applicants for Major Projects must stake out the limits of the project for review by the neighbors and the DRC no less than **8 calendar days** prior to the Preliminary Plan Approval Hearing. Accurate stakeout of the project is essential: please carefully review the requirements set forth in Appendix E-2. A stakeout inspection cannot occur when there is snow on the property

unless, at the DRC's discretion, it is determined that the area covered by the project is snow-free and accessible. Preliminary Plan approval will not be considered without the required project stakeout. It is strongly encouraged that the Applicant or representative be present for the on-site stakeout inspection by DRC.

Step 4: Preliminary Plan Approval Hearing for Major Projects

The Owner is strongly encouraged to attend the Hearing. If that is not possible, an agent may represent the Owner. The Applicant shall present the proposed project. The DA will present his/her report, if applicable, as noted under Step 2 above. The Plan Coordinator and any neighbors in attendance may comment. Written comments by neighbors will be considered. The Applicant will be given an opportunity to respond to comments.

After viewing the stakeout on site, and taking into consideration all comments received, the DRC will vote on the project. The DRC will first vote on any variance requests. The DRC will then vote on the Preliminary Plan Approval and will either approve, approve with conditions, continue, or deny the proposal. The decision of the DRC will be final unless the Applicant appeals to the Bear Creek Valley Board (BCVB) (see Section F of this Chapter and Appendix H regarding appeals). Conditions may be attached to the Preliminary Plan approval. Such conditions may include minor plan changes that the Applicant will be required to include in the subsequent Construction Plan submission. Conditions may also include a requirement that the Applicant file a negative easement against portions of the property to ensure that, in the future, those portions of the property will not be improved for illegal use as habitable space. Plan Fees and any other applicable fees must be paid in full before Preliminary Plan Approval will be granted (see Appendix B).

Applicants or interested neighbors may call the Plan Coordinator or Recording Secretary to determine actions taken. Preliminary Plan approval is good for 12 months after the date of approval.

If during this process issues arise that indicate the project will not be approved, the Applicant may wish to withdraw his/her submittal and resubmit with revisions at a later date. The Plan Fee includes one re-submittal within six months of the first Preliminary Approval Hearing. The re-submittal should include revisions that address comments from the DRC during the first Preliminary Plan Approval Hearing. All resubmittals must follow the same Preliminary Plan Approval Process, including Neighbor Notification and Project Stakeout, prior to a subsequent Preliminary Plan Approval Hearing.

Step 5: Construction Approval Hearing for Major Projects

Following Preliminary Plan Approval, and within 12 months of that approval, the Applicant must request Construction Plan Approval by contacting the BCPC Recording Secretary (see Appendix D for address of Recording Secretary). The Applicant is encouraged to attend the Construction Plan Approval Hearing, otherwise an agent must be present and prepared to discuss project details such as materials, colors, and lighting.

The applicant must supply the number of copies of the Construction Plans required for submittal to Placer County and an additional 2 copies to be retained by BCPC. ***Hard copies of plans for Major projects must be brought to the Construction Plan approval hearing. Electronic versions of the Construction Plans (.pdf version no larger than 10MB) may be submitted to the BCPC Recording Secretary no later than 10 days prior to the Construction Plan approval hearing to facilitate DRC review.*** The Applicant must include all

items noted in the Construction Submittal Checklist form (Appendix E3) in the Construction Plans. The Construction Submittal Checklist form must be fully completed and submitted by the Applicant in order to be considered by the DRC. The Construction Plans and Construction Submittal Checklist must be submitted no later than **10 calendar days** prior to the scheduled DRC meeting at which they are to be reviewed.

After presentation of the plans by the Applicant there will be a discussion period. If neighbors have comments relevant to the Construction Plans, they will be considered. Following the discussion, the DRC will vote to approve, approve with conditions, continue, or deny the proposed project. The DRC, at its discretion, may delegate Construction Plan approval to the DA.

E. POST-APPROVAL PROCESSES FOR ALL CATEGORIES OF PROJECTS

1. Payment of Performance Deposit, Stamping Plans, and Time Limitations

Once a Small, Minor, or Major project receives DRC approval, a refundable Performance Deposit must be paid to ensure the timely completion of the project and completion of the project in conformance with the Plans of Record (BCPC approved and stamped Construction Plans are the Plans of Record). Performance Deposits are not required for AME Units 1 and 2.

Performance Deposits are due prior to DRC stamping of Construction Plans, which may, at the discretion of the Applicant, be up to 1 year after DRC Construction Plan approval. Performance Deposits **MUST** be received and BCPC must have **STAMPED**, signed, and dated the Plans of Record **PRIOR** to commencement of any construction on the project. The time-period for construction commences on the date the plans are stamped.

The Performance Deposit will be held until the project is complete and has received Final Inspection approval (see below). If the project has been constructed in conformance with the time limitations and conditions set forth in the ARM and the approved Plans of Record (and any approved change requests), and there have been no violations of this ARM, the Performance Deposit will be returned. If construction is not performed in accordance with required time limitations or the approved Construction Plans (and approved change requests), or there have been violations of this ARM, BCPC has the right in its sole discretion to retain all or part of the Performance Deposit. The Applicant may use the appeals process (described in Section E.4) to contest the retention of all or part of a Performance Deposit. See Section D.2 for more detail regarding the handling of Performance Deposits at the time of final inspection.

The **STAMPED** Plans of Record will be distributed to the following: 1 copy to the Recording Secretary for placement in the DRC project files; 1 copy to the Plan Coordinator. Of the remaining copies stamped for approval by both BCPC and Placer County, one must be retained on the construction site.

The Applicant has 12 months following the date the Plans of Record are stamped to begin construction. The Applicant must notify the Recording Secretary in writing when construction has started.

Applicants have 24 months to complete construction, except Applicants in AME Units 1 and 2 that have 12 months to complete construction. Completion is defined as the date of Final Inspection approval by

DRC (see Section D.2). See Sections D.4 and D.5 below regarding time extension and abandonment provisions, and Section E.3 regarding sanctions for failure to meet completion time requirements.

2. Inspections During and After Construction Approval

Revegetation Plan. A revegetation plan must be approved prior to revegetation being undertaken, and all revegetation must be completed prior to Final Inspection and consideration of refund of the Performance Deposit. A list of acceptable plants for revegetation is provided in Appendix F. The Revegetation Plan shall be provided to the Plan Coordinator for approval prior to implementation. Failure to fully implement the revegetation plan may result in forfeiture of all or a portion of the Performance Deposit.

Field Inspection. For all Major Projects, the Applicant must request a Field or “batter board” Inspection by contacting the BCPC Recording Secretary (see Appendix D for address of Recording Secretary). The Applicant shall provide notice to the Plan Coordinator or Recording Secretary at least 7 calendar days prior to the requested inspection. Ordinarily the DA will perform the batter board inspection and the Plan Coordinator will monitor the process.

The Field Inspection is required to demonstrate that the proposed foundation(s) are located on the property in conformance with the Plans of Record. The batter board layout must clearly show the exterior face of all proposed foundation walls using string lines or other means prior to the foundation formwork construction or any foundation concrete placement. The property lines and setbacks shall be clearly marked and layout control points shall be protected for future reference.

On larger projects or for projects located close to setbacks, the DRC, at its discretion, may require a letter or other documentation it considers acceptable from a California licensed surveyor stating he/she has reviewed the batter boards and that the project layout is in conformance with the Plans of Record. A written record of this inspection or the surveyor’s report must be submitted to the Recording Secretary by the DA or Plan Coordinator.

Refer to Section E.3 for sanctions that may be imposed because of failure to obtain approval at this stage.

Final Inspection. The Applicant must request Final Inspection by contacting the BCPC Recording Secretary (see Appendix D for address of Recording Secretary) no fewer than 10 calendar days prior to the next scheduled DRC meeting. The DRC will make an onsite inspection and, if the project is in conformance with the Plans of Record (and any approved plan changes), Final Inspection approval will be granted. All construction, revegetation, and any and all other specifications including repair of any damages that may have resulted from contractor access, material storage, trenching or other factors during the course of construction, are considered in determining whether the project is complete and in conformance with plans.

If the project is completed within the approved timeline and the DRC determines that the final project fully complies with the procedures of BCPC and Plans of Record (and any approved changes) and there have been no violations of this ARM, 100% of the Performance Deposit will be returned. The DRC may impose sanctions including retaining a part or all of the Performance Deposit if the project is not

completed within the approved timeline, if there have been violations of this ARM, or if it is determined that the project was not built per the Plans of Record. See Section E.3 regarding sanctions.

If the project is not in conformance with the Plans of Record and approved change requests, Final Inspection approval will not be considered until the Applicant provides as-built drawings showing all completed, unapproved changes. If the inspection reveals unapproved changes, certain sanctions may be imposed by the DRC. In addition, the DRC, at its discretion, may require an as-built survey by a California licensed surveyor showing all site development and the associated as-built land coverage if it appears the completed project is not in conformance with the Plans of Record.

That portion of the Performance Deposit to be refunded, after any sanctions, will be returned within sixty (60) days of granting the Final Inspection Approval. The Applicant may appeal retention of any portion of the Performance Deposit (see Section E.4 regarding appeals).

3. Alteration and Change Request Approvals

Any change(s) or alteration(s) to the Plans of Record **MUST** be submitted to the DRC for approval prior to implementation. The Applicant must request any plan change in writing to the BCPC Recording Secretary (see Appendix D for address of Recording Secretary) no later than 10 calendar days prior to the next scheduled DRC meeting. ***Hard copies of plans for both Minor and Major project alterations or changes must be brought to the DRC meeting. For Minor Projects, electronic copies may be submitted in advance of the meeting.***

Revised Plans must be dated, changes must be “clouded,” or otherwise indicated, and dated, all sheet and notes legends must be updated, a summary of changes must be attached in order to show the evolution of the project and to ensure the Applicant, contractor(s) and the DRC are all working from the latest revision, and a change fee must be paid. See Appendix B (See Appendix B for required change request fee.) If approved, the Revised Plans become the Plans of Record.

The DRC, at its discretion, may agree to consider change requests at any time in cases where the changes are major and would necessitate halting all construction pending approval. In these cases, a Subcommittee of the DRC will attempt to review the proposed change within 3 calendar days of the Applicant submittal. Consultation with the DA may be necessary. If approved, prior to the next scheduled meeting, the Applicant must submit to the DRC a complete set of the Revised Plans detailing all changes and the appropriate change fee or the Subcommittee approval will be void.

Applicants and builders should be aware that failure to seek approval of changes prior to proceeding with the work may result in the forfeiture of part or all of the Performance Deposit and other sanctions. See Section 2 above for requirement for as-built plans showing unapproved changes to be submitted prior to Final Inspection and Section E.4 for information on sanctions related to unapproved changes. The DRC will make every effort to expedite all change requests, while assuring compliance with building standards in the Valley.

4. Project Extensions and Approvals

If it is evident that construction of a project will not commence before the expiration of the twelve-month start of construction period, or that a project under construction will not be completed and receive its Final Inspection prior to the end of the 24-month construction period (12 months in the case of Units 1 and 2), an extension of up to 1 year for each can be requested. (See Appendix B for required fee.) Extension requests must be submitted to DRC in writing, prior to the end of the applicable pre-construction or construction period, and must show cause justifying the extension. The DRC may impose conditions in connection with approval of an extension.

5. Project Termination or Abandonment

Applicant may request termination or abandonment of a project by contacting the DRC in writing.

If an Owner requests termination of a project in writing *prior to* Construction Plan approval, the DRC may, at its discretion based on actual costs incurred, reimburse up to 25% of the Plan Fee. If an Owner requests termination of an approved project in writing prior to the start of construction, the Performance Deposit will be reimbursed but all other fees will be forfeited.

If a project has not commenced construction before the end of the 12 month start of construction deadline, and no extension has been approved or request for project termination received, the fees will be forfeited and the Performance Deposit will be returned. If the Applicant wishes to initiate the project at a later date, they must go through the approval process from the beginning with new fees and Performance Deposit being required.

If a project under construction is abandoned, the fees and Performance Deposit will be forfeited.

F. GENERAL ADMINISTRATION

1. Consultation with the Executive Committee

The DRC, prior to action on any of the approval requests specified in Sections C.6-7 and D.2-5 above, may, at its discretion, consult with the Executive Committee regarding policy issues posed by the particular submittal being considered. This action may delay the decision by the DRC. The Applicant will be notified of this delay. The decision by the DRC will be rendered as soon as practical. In certain instances, the DRC, at its discretion, may choose to consult with the Executive Committee regarding plan applications for Units 1 and 2, so long as such consultation does not delay the period for acting on plans, as specified in Chapter IV.

2. Transfer of Approved Projects

Plans of Record are transferable to subsequent owners of the lot if they adhere to the time schedule described herein and pay a Transfer Fee (see Appendix B). If the Performance Deposit is to be returned to any person other than the person who signed the original Acknowledgment form (Appendix G), the new Applicant must sign a new Acknowledgment form. Also, the person who provided the original Performance Deposit must inform BCPC in writing if the Performance Deposit is to be returned to

someone else. If there is any other arrangement being specified, please notify BCPC in writing.

3. Violations, Sanctions, and Related Procedures

This section applies to sanctions other than retention of the Performance Deposit (see Sections D.1, D.2 and D.5).

a. Types of Violations and Sanctions

In addition to the sanction of withholding portions or all of Performance Deposits by the DRC noted in Section D.2 above, sanctions may be imposed by BCPC for violations under the terms of the ARM or relevant CC&R documents.

Failure to request or obtain all DRC approvals for any project prior to and including Final Inspection Approval, or failure to construct in conformity with approved Plans of Record, or failure to complete construction within the approved periods, may be subject to the following sanctions:

- Court ordered cease and desist or injunction to stop work.
- Recovery of all costs and expenses, including attorney fees.
- Any combination of above.

In addition to the above sanctions, the following additional sanctions may also be applied:

- Fine up to \$25,000.
- Lien placed on property to ensure payment of fine.
- Any combination of above.

BCPC also has the right to record with the County Recorder, in the property's official title documents, the Applicant's failure to comply with the approved Construction Plans, or any and all violations of the ARM. The Applicant will be required to disclose this non-compliance in any subsequent loan applications or sale, or other transfer of the property.

b. Notice, Hearing, and Enforcement

It is the intent of BCPC to work with the Applicant to resolve all possible violations prior to the imposition of sanctions. In the event of an apparent violation, BCPC will notify the Applicant in writing by a letter, known as a "Notice of Curable Violation," sent to their last known address stating the nature of the violation and requesting a written or verbal response within thirty (30) calendar days as to the Applicant's plan and timetable for correction or amelioration of the violation. Depending on the nature of the violation, BCPC may opt to notify the Owner by phone or in person to accelerate the process of correction.

If the Owner responds to the notice with a plan and timetable, BCPC will consider and act on the proposal no later than the next meeting.

If BCPC denies the Applicant's plan for correction or an Applicant fails to respond to BCPC's first

notice within thirty (30) calendar days, a second notice will be sent in writing or verbally indicating that BCPC intends to discuss the violation and, if appropriate, decide on sanction(s) at its next meeting. The Owner is invited to the meeting to work with BCPC to resolve the matter if possible. BCPC at its sole discretion may opt to hold further hearings on the matter; otherwise it will consider appropriate sanction(s) at the meeting.

If BCPC imposes sanctions, it will notify the Applicant of its decision(s) and the nature of the sanction in writing no later than five (5) calendar days after the decision. The Applicant can appeal imposition of fines to the BCVB.

In the event an Owner has initiated construction on a project without requesting or obtaining appropriate approvals from the DRC, BCPC may opt to immediately seek a cease-and-desist order or court injunction to stop work and simultaneously notify the Applicant. In such event, the procedures of this section will not apply.

4. Appeal of DRC and BCPC Decisions

a. Decisions Subject to Appeal

The following decisions of the DRC and BCPC are subject to appeal to the BCVB:

- Disapproval of Preliminary Plans;
- Disapproval of Construction and Revegetation Plans;
- Disapproval of project in whole or in part at Final Inspection;
- Withholding of all or a portion of Performance Deposit; and
- Imposition of monetary sanctions.

b. Appeal Process

The BCVB is empowered by the CC&Rs to hear any appeal on decisions made by the DRC (BCPC). BCVB reviews all cases *de novo* and its decisions are final. Requests for an appeal hearing by BCVB must be made in writing and must describe the decision being appealed and the reasons for appeal. A fee of \$350 is required. The request must be submitted no later than 10 calendar days after the DRC has given notification in writing of disapproval of plans or imposition of sanctions. The BCVB will schedule the appeal hearing not more than sixty (60) calendar days after receipt of the petition and may request the submission of relevant information prior to the hearing. The Procedures on Appeals to the BCVB are set forth in Appendix H.

5. Legal Fees

In the event that it is necessary for BCPC to enforce the provisions of the ARM and/or CC&Rs by initiating and/or defending litigation, filing and/or preparing legal documents, or filing and preparing a Cease and Desist Order and/or injunction, then BCPC shall be entitled to recover its reasonable attorney fees and costs from the Owner if BCPC prevails.

6. Limitation of Liability for Damages

BCPC and BCVB, and their respective members, directors, officers, employees, subcontractors (including the DA) and personnel, shall not be liable to Owner or Agent whether a claim be in contract, tort or otherwise, for any monetary damages, including but not limited to any consequential, indirect, lost-profit or similar damages and/or any exemplary or punitive damages, relating to the performance or failure to perform under this ARM, except for the amount of fees and Performance Deposit paid by the Applicant.

7. Compliance with Orders, Judgments, and Imposition of Sanctions

No new or amended application for development or improvement of a property shall be considered by BCPC or the DRC so long as the Applicant is pursuing any Appeal pursuant to Section E.4, or any legal action relating to the property which is the subject of the Appeal or other legal proceedings.

No new or amended application for the development or improvement of a property that is the subject of an order or judgment or imposition of sanctions shall be considered by BCPC or the DRC until the Applicant has fully complied with such order or judgment and paid any sanctions.

8. Disclaimer

The failure of BCPC/DRC or BCVB to enforce any of the CC&Rs or the ARM shall in no way be deemed a waiver of their right to enforce such conditions thereafter. BCPC/DRC and their members shall not be responsible for errors, omissions, and/or inaccuracies in any information supplied by the applicant. BCPC/DRC and the BCVB and all their members shall be held harmless for their actions or inactions. Neither BCPC/DRC, the BCVB nor any member nor representative thereof shall be responsible for any architectural design, engineering, or other defects of any nature whatsoever in the plans or in the specifications or in any structure erected.

9. Severability

In the event that any term, condition, covenant, agreement, requirement or provision herein contained shall be held by any Court or arbitration tribunal having jurisdiction to be unenforceable, illegal, void or contrary to public policy, such term, condition, covenant, agreement, requirement or provision shall be of no effect whatsoever upon the binding force or effectiveness of any of the others hereof.

CHAPTER III. STANDARDS AND DESIGN GUIDELINES

A. GENERAL STANDARDS

The design of each structure must bear a harmonious relationship to the land and the neighboring structures. This central standard is set forth in the CC&Rs of all Units within BCPC jurisdiction: *“The Committee (Design Review Committee (DRC) acting on behalf of BCPC) may withhold its approval of plans and specifications submitted to it because of non-compliance with any of the provisions herein, ... or because of the reasonable dissatisfaction of the Committee with the location of the improvement on the building site or with the appearance of the proposed improvement, having in mind the character of the neighborhood in which it is proposed to be erected, the materials of which it is to be built, the harmony thereof with the surroundings and the effect of the building or other improvements, as planned on the outlook from the neighboring or adjacent property or properties.”*

The CC&Rs also contain the following statement: *“... it is in the best interests of the area that it be developed into an attractive ski area, alpine in character and appearance, with as little damage to the natural beauty of the land and trees as is possible.”*

These overarching standards form a framework for BCPC review of all projects. Following are examples of how this framework may apply to specific situations:

- The extent to which a proposal is harmonious with neighboring residences is a matter of great importance. Location on the lot, height, mass, and architectural style of proposed structures are all-important considerations in making judgments on the issue of harmony with neighboring residences. In general, structures that are large should not be located so that they overpower neighboring residences. If there are no location options, the structures should be designed to minimize adverse effects on neighbors. Adverse effects can include not only aesthetic issues, but also such matters as the effects of snow accumulation, shedding from roof structures, light or noise intrusion, and drainage that may impact neighboring properties.
- Designing residential structures to be located on steep slopes always presents a challenge. In order to be in harmony with the terrain, such structures should generally step down the slope and/or have the long axis parallel to the slope to minimize grading. Houses designed for flat lots are not appropriate in these situations since they would require very large unsightly substructures or massive grading, neither of which is acceptable. The DRC will use its discretion in determining whether a proposal is appropriate for the particular lot.
- Lots in Alpine Meadows exhibit a wide variety of terrain and vegetation features. Granted that defensible space requirements will always have to be observed, there may be options for locating structures so that terrain and vegetation features are preserved. The DRC will generally opt for preserving special features if it is practical to do so.
- The DRC welcomes a variety of architectural styles; indeed, the variety of styles in the valley is an important aspect of its charm. Nevertheless, Applicants must not expect approval of designs that clearly clash with surrounding properties. Harmony is the operative word to keep in mind.

While these overarching standards set the framework, it is recognized that the situation of each property is unique. The DRC makes all of its decisions based on the overall scope of the project in relationship to its surroundings. A grant of approval for a particular design on a particular lot does not establish a precedent for that design or any of its features on any other lot or project. Each design is considered strictly on its own merits.

B. FIRE RESISTANT CONSTRUCTION

1. Exterior Material Selection – Fire Resistant Construction

The California Residential Code and North Tahoe Fire Protection District require that new construction incorporate fire resistant construction methods and materials for new builds and extensive remodel/additions. The code requirements should be considered minimum standards and it is strongly recommended that project designers carefully consider “fire hardening” strategies that exceed the code minimums. While many remodels or additions are not required to comply with the code requirements for new construction, it is strongly recommended that owners planning projects on their existing residences include improvements for fire resistance.

In addition to defensible space improvements, consideration should be given to creating fire resistive, nonflammable horizontal surfaces (e.g., decks, projections, siding patterns), which can trap wind driven embers. Noncombustible siding materials are strongly recommended, as well as other measures such as replacing old windows with new tempered glazing, replacing old foundation and roof vents with new fire resistive vents, etc. The areas under decks can pose a significant hazard and under deck areas should not be used for storage of combustibles and should be screened or otherwise protected from embers.

2. Defensible Space Requirements

BCPC recognizes the need to create defensible spaces around all structures within the Alpine Meadows community. The rationale for creating defensible space is that it allows firefighters the opportunity to save structures by stopping or slowing an advancing forest fire with less risk to the firefighters and their equipment. It also lessens the risk of a fire that starts in a home, spreading to the surrounding forest and other homes.

State Public Resource Code (PRC) 4291 is the primary authority for defensible space regulations affecting improved properties.¹ The administration of this law is the responsibility of State, county, and fire district agencies. Applicants for Placer County building permits will find that they must conform to defensible space requirements.

¹ For current defensible space regulations please see <https://www.fire.ca.gov/programs/communications/defensible-space-prc-4291>

Defensible space requirements, as summarized in the publication *Living with Fire*² available from the North Tahoe Fire Protection District (NTFPD), focus on thinning of brush and trees surrounding structures. On request, the NTFPD will inspect the Applicant's property and recommend trees and bushes for removal. Applicants should specifically request that trees recommended for removal be clearly marked. The NTFPD recommendations will be noted on a form entitled *Notice of Fire Hazard Inspection*.

Where the NTFPD or a certified forester has recommended removal of trees for defensible space purposes, DRC approval is not required. However, property owners or their agent must file a copy of the *Notice of Fire Hazard Inspection* report with BCPC prior to commencing tree removal.

BCPC recognizes that rigid conformance to the standards of PRC 4291 can present some serious conflicts with the long-held goal in the Valley to preserve as much of the tree cover as possible. NTFPD also recognizes this conflict and may suggest some compromises during their inspection.

C. DESIGN GUIDELINES

In addition to the overarching standards noted above, there are also a number of more specific design guidelines to be observed. If you cannot locate a standard for what you are looking for, please contact BCPC or note the item during the review process.

The specific design guidelines set forth below have been formulated over the years by BCPC and these design guidelines continue to evolve. The reasons for change include the need to provide guidance for application of the overarching standards noted above, the determination that some guidelines are no longer appropriate, the evolution of materials and building technology, new over-riding state and local government regulations, and changing living styles.

The design guidelines are intended to ensure that the general standards for harmony with land and neighbors are achieved. They apply to all subdivisions (Units) within BCPC's jurisdiction. For property owners in AME Units 1 and 2, all of the following design guidelines apply unless there is a specific conflict with the requirements as set forth in the CC&Rs. For those units, the specific requirements set forth in the CC&Rs are noted below and shall be considered the applicable standard.

1. Chimney Materials

Metal chimneys shall be painted. Chimney chases and chase tops shall complement or be consistent with the overall project design. Locate chimneys and chimney chases to reduce the need for large snow diverters.

2. Colors

Any natural appearing color that harmonizes with the environment and fits the overall character of the design is generally acceptable. Colors generally not acceptable include all white, bright, or intense colors. Limited use of accent colors, such as on doors, may be acceptable as long as the color choice and

² For current version please see <https://www.livingwithfire.com>

application is not so substantial as to dominate the visual aspect, or be discordant with the natural environment.

3. Construction Access, Materials, and Winterization

Neighboring lots cannot be used to gain access to a building site. All material storage must be shown on the construction plans and all materials stored only in the least possible space in order to preserve the natural vegetation. Storage containers are allowed during construction but must be removed within thirty (30) calendar days of receiving the project final inspection.

Construction sites must be winterized to minimize run-off and erosion. Stockpiles adjacent to existing vegetation should have protective structures such as vegetation protection fencing and coir rolls to prevent damage to trees and shrubs. Stockpiles shall not be placed within the drip line of trees. Owner is responsible for removal of debris throughout construction.

4. Coverage

The concentration of surface water flow as the result of impervious coverage may lead to erosion and sedimentation of waterways. Coverage limits are intended to minimize these negative impacts while additionally ensuring that individual properties do not appear over-built or visually burdened with excessive development to the detriment of the surrounding neighborhood and alpine environment.

No more than 30% of the total lot area may be covered with structures and impervious materials. This includes, but is not limited to:

- footprint of all structures
- driveways
- decks
- porches
- patio/terraces
- walkways
- generators/AC units

Pathways composed of organic material (gravel, loose-set flagstone, railroad tie steps, wood chips, etc.) are not considered coverage as long as there is no grading involved to install the pathway and the edge is undefined, organic, and free of a hard border.

Architectural projections are considered coverage except when they meet all of the following criteria:

- the total square footage of all architectural projections on a single floor level does not exceed 3% of that floor's square footage
- the cantilevered portion(s) do not extend more than 4 feet and do not extend into the setback
- the cantilevered portion(s) must be at least 10 feet above finish grade
- the projection serves to break up the massing in extended planar surfaces in order to create visual interest, etc.

Roof overhangs are not considered coverage.

5. Decking, Patios, and Railing Materials

Deck materials and design should complement the overall design of the house. Hard-woods and composite materials such as TREX, and other non-wood, non-combustible materials are encouraged. The use of interlocking concrete pavers, stone or similar non-combustible materials is encouraged for at-grade and near-grade patios and terraces.

Dimensions of deck posts, beams and piers should be sized to remain harmonious with the proportions of the overall structure. If bracing is required, it should be architecturally integrated and create positive visual impacts. Underdeck treatments such as exposed structure, decorative bracing and architectural screening may be required as a means of integrating the deck with the house and alleviating the potential appearance of the deck as an appendage, particularly when the deck is far above finish grade.

6. Drainage

Site drainage and spring run-off should be carefully considered. Natural water courses should be preserved and existing vegetation should be left undisturbed. Run-off from roofs and other impervious surfaces should be infiltrated on site. Regrading or drainage arrangements resulting in discharge on neighboring lots is not permitted.

7. Driveways

Consult the Unit CC&Rs and parcel maps for specific requirements regarding driveway street access requirements. The average overall slope of any driveway should not exceed 10% as measured from the edge of pavement and driveways should be a minimum of 10 feet wide. Transitions at the garage doors and edge of pavement are important for steeper driveways.

8. Excavation, Fill and Retaining Walls

The goal with all projects, but those on sloped or sloping properties in particular, is to not redefine the land to fit the project, but design the project as a response to the land form, integrating the architecture and improvements harmoniously with the site. Excessive cut/fill and anything resembling pad grading will not be approved.

Retained or stabilized cut/fill and any retaining walls not directly associated with or connected to the

architecture is limited to four vertical feet. Stepped retaining walls with planting pockets may be necessary. Cut and fill areas should be re-vegetated with native plants that are known to mitigate erosion. No grading or excavation is permitted beyond half of the side and rear setback.

Acceptable retaining wall systems include: poured-in-place concrete, concrete masonry, stone veneer and dry stack; engineered rockery rip-rap; and interlocking engineered systems. Concrete and concrete masonry unit retaining walls exposed to view shall be board-formed, textured, or finished in a manner that complements the aesthetic of the overall project design. Retaining walls in side or rear setbacks require a variance. Retaining walls or engineered boulder rip-rap are required if the cut is sufficiently steep to create a slide or erosion hazard.

9. Exterior Materials

Exterior finishes and colors should be in harmony with the native surroundings. Natural materials and tones are recommended as they are particularly appropriate to the Valley environment. Surfaces should not produce glare, sparkle, or shine, or create discordant contrast with the surroundings.

Wood siding, including redwood, cedar, and logs, are acceptable. Board-formed or panel formed concrete walls, wood shingles, stucco, and concrete masonry units can be used if thoughtfully integrated into the design.

Stone veneer is also acceptable. Additional photographic imagery showing an expanse of the proposed stone veneer, grout color, and grout line thickness may be required as a means of clearly demonstrating the intended aesthetic of a stone veneer application.

The use of metals is allowed; dark colors in particular are encouraged. Copper must be weathered to a dark patina prior to the completion of the project. The thoughtful and innovative use of fire-resistant materials is encouraged.

Vinyl, plastic, other high-gloss materials and finishes and imitation materials (cultured stone, manufactured siding products with an applied wood pattern, etc.) will likely not be approved.

All exterior materials must be presented to the DRC for approved prior to installation. An onsite mockup may be required prior to installation during the construction process.

10. Fencing

Fencing is discouraged but will be considered in cases of safety and should be in harmony with the rest of the structure and in the least visible location from any street, road or public right of way and least visible to other properties. Applicants from Units 1 and 2 should consult their Unit CC&Rs for specific fence height limitations.

11. Firewood Storage

Wood storage must be designed into the lot or building structure in a way that is compatible with the architectural design of the house, garage or deck, and located in a manner that is the least obtrusive to

adjacent neighbors. Local fire jurisdictions and defensible space regulations have specific requirements for firewood storage.

12. Garage and Garage Doors

Garages must be integrated and in harmony with the house and the surroundings. The massing of the garage should not dominate the home. Garage doors are often one of the larger elevation elements and well-detailed garage doors with careful attention to the selection of materials and finishes used are important. Glass within garage doors is discouraged and may not be permitted by County ordinances.

13. Garbage Storage

Standalone bear-proof garbage containers should be a dark, neutral color and must be built and installed per current Placer County ordinances. The location must be shown on the site plan for review and approval by the DRC.

Refuse storage areas that are integrated into the residence/garage in some fashion must also meet Placer County ordinances and are subject to review and approval by the DRC.

14. Generators & Air Conditioners

Permanently installed generators and air conditioning units must not be in the setbacks and must be screened from neighboring properties and the roadway. They must be located to create the least possible intrusion of noise and visual impacts to neighboring properties. Generators and air conditioning units shall not exceed 50dB as measured at the property line. Associated screening (including roof components) cannot be within the setbacks and must be complementary to adjacent exterior materials of the home and preferably be integrated into the architecture as a whole.

15. Height – Maximum

The maximum height of a building shall be 25 feet for sites with a cross slope of the building pad(s) of 15% or less and 30 feet for sites with a cross slope of the building pad(s) of more than 15%. The height shall be measured as the vertical distance from the highest ridge of the structure to the average of the highest and lowest points where the exterior walls touch natural grade as measured on the side of the structure most nearly perpendicular to the contours. In the event two sides of the proposed structure are equally perpendicular to the contours, the elevation giving the most restrictive measurement shall be used. Alternatively, the Applicant may demonstrate that no point of the building is more than 25 feet directly above natural grade. Detached garages will be measured separately from the house.

16. Hot Tubs and Spas

Hot tubs must be located and screened so as not to substantially intrude visually or audibly upon any neighbor's privacy and solitude, and must not be easily visible from any street, road or public right of way. Screen materials and colors should be harmonious with the overall design of the structure.

17. Lighting

A dark night sky allows a bounty of stars to remain visible, maintaining the remote quality often sought in mountain communities. Eliminating light pollution by thoughtfully minimizing the use of exterior lighting and selecting the appropriate type of light fixture is critical to maintaining this valuable resource.

Exterior light sources must not be visible and the direct light emitted must be contained on site. Shielding of luminaires is required such that the lamp (bulb, light source) is not visible and resulting light must be sufficiently diffused to drastically reduce glare. Luminaires must be fully shielded such that only the downward oriented cone of light is visible. The luminaire shield must be opaque; glass shields must have very high opacity. White and off-white glass shields will not be allowed. Glass shields with mica, amber or a similarly warm glass color are encouraged.

The design of the fixture should complement the architecture and surroundings. Any fixture emitting direct light above the horizontal plane will not be allowed. The need to light entries is recognized and can be accomplished by directing the light toward the house or by reducing the brightness of the light to a level adequate for safety but unobtrusive to neighbors.

The use of exterior lighting is limited to within the building envelope, in occupied areas of the residence including entries, terraces, decks, porches and walkways.

High intensity and high temperature lights are not allowed. LED lighting must be between 2,700-3,000 K (Kelvin) with a lumen output not exceeding 1,500. 4,500 lumens is the maximum allowed for the entire project or as approved by the DRC.

The use of lighting that comes on at dark and remains on all night (photocell controlled) including soffit lighting and other non-essential accent lighting is not allowed. Motion lights that stay on a brief period of time are acceptable. Holiday lights left on past the holiday season are also unacceptable.

18. Metal Components

The finish on all metal structural elements and other visible metal fabrications should complement the overall appearance and tone of the structure. Metal components including vents, stacks, flashing, handrails and cable reinforcing rods should be painted or allowed to weather naturally if that is the nature of the material.

19. Miscellaneous

Electrical, telephone and cable wiring should be enclosed within structural walls. Exterior panels, junction boxes, meters, alarms should be recessed or unobtrusively blend in with the structure. Electrical equipment such as air conditioners and generators require review and approval prior to installation and should be housed to avoid disturbance to neighboring properties from either sight or sound (see Generators and Air Conditioners above).

20. Parking

Paved off street parking must be shown and considered in the site plan. Enough parking for two cars is generally considered adequate. There must be 20 feet minimum between the garage doors and the edge of traveled way. For property owners in Units 1 and 2, refer to the CC&Rs for specific requirements for parking.

21. Propane Tanks

The tank location requires approval of the Fire Marshal and any other State regulations governing the propane company. Propane and other fuel tanks must be buried, painted or screened to diminish visual impacts. The location must be indicated on the proposed site plan.

22. Revegetation

The principle behind the revegetation guidelines comes from the desire to maintain the natural beauty of the existing native landscape as much as possible and to further integrate project improvements with the site. Replacing all trees removed because of construction or damage during construction is not required, however, selective replacement is encouraged to enhance existing natural features and to improve privacy for the new structure and for neighbors. In all cases, defensible space guidelines must be observed.

BCPC recognizes residents have gardening and landscaping desires beyond those of integrating the structure to the existing landscape. In general, enhanced planting areas should be located close to the house and screened from neighbors and street. The land within the setbacks should be a native plant zone and should be used to blend/transition this enhanced area to the neighboring parcels. Land that is between any enhanced planting area and the native zone should strive to blend the native plants with the other plants. Less natural landscape elements such as mowed lawns are discouraged.

The availability of appropriate native plants varies and substitutions of similar, non-native species may be permitted. Plants should be chosen to match the site conditions: planting of trees should not intrude into neighbors view corridors. (See Tree Removal below). Water requirements (wet/dry), sun/drought tolerance, and defensible space requirements should be carefully considered. Refer to Appendix F.

23. Roof Slope and Materials

All roof designs and materials will be considered, including “living roofs,” if a strong case for architectural harmony with the rest of the structure and the surroundings, safety, and minimal impact on neighboring homes can be made. The design of any roof element needs to consider the potential for snow discharge and drift impacts on and off site. Safety issues need to be considered. All roof materials must have a Class A fire rating and have at least a 20-year warranty for finish and performance, preferably with concealed fasteners.

24. Satellite Dishes and Internet Antennae

State and federal law permits property owners to have satellite dishes. BCPC encourages property

owners to place this equipment where it is integrated with the architecture of the structure and where the visibility from any street, road or public right of way and other properties is minimized. BCPC discourages installations along building roof, railing, or ridgelines where they are particularly susceptible to adverse weather conditions. BCPC encourages paint or non-glare finishes to any antenna and mounting hardware in a color that harmonizes with the structure.

25. Setbacks

Minimum setbacks from the property lines for the 3 Associations are specified in the CC&Rs for each Unit. These setbacks may be more restrictive than those of Placer County. A summary of setback requirements can be found in Appendix A.

26. Signs

Business signs are not allowed except for one “sale” or “rent” sign per lot, or one contractor’s sign during construction. Maximum size is 2 square feet.

27. Size or Mass of Building

The mass and size of the building should be compatible and in scale with the site and its surrounding natural environment and neighbors. Habitable square footage is not to be less than 1,200 square feet and only one single-family residence per lot is allowed. For AMEA Units 1 and 2 the minimum square footage is 650 square feet, with porches, decks and garages excluded from the calculation.

28. Skylights

Flat panel skylights on 6-inch maximum curbs will be considered. Skylights should be located to minimize the glare on neighbors and be in harmony with the overall project design and color palette.

29. Solar Panels

Solar panels should not reflect glare. The color, materials, location, and detailing should be carefully integrated into the structure. Panels, frames and connections must be dark in color or visually harmonious with roof materials/colors and must be installed to match the roof slope.

30. Snow Storage

The location of snow storage must be shown on the construction plans. **This area must remain available for snow storage and any revegetation, landscaping, or other improvements must be able to withstand the seasonal placement of snow.** Consultation with local snow removal personnel may be helpful in determining the required size and location.

31. Temporary Structures

Temporary structures are not permitted. Failure to remove any such structure may result in penalties, fines or other sanctions by BCPC. (See Item 3 for temporary storage containers during construction.)

32. Tree Removal

In general, living trees that are 6 inches or more in diameter 4 feet from the ground require the approval of the DRC before they can be removed. Dead trees and trees smaller than 6 inches or more in diameter 4 feet from the ground may be removed without DRC approval. Trees that are to be removed to address Defensible Space are discussed above.

Applicants must present justifications for tree removal. Justifications may include: the tree(s) are in the footprint of an approved building site; the tree(s) are a hazard to nearby structures; the tree(s) are dying. In the case of trees constituting a hazard or that are dying, a letter from a licensed arborist or forester affirming the appropriate reasons for removal must be submitted at the time of application for approval. (See Section 6 for Defensible Space requirements.)

The major exception to these rules applies to live trees to be removed for defensible space purposes. In these cases, no DRC approval is required, however the North Tahoe Fire Protection District report "Notice of Fire Hazard" specifying trees to be removed, or a certified forester's report, be filed with BCPC before trees are removed.

Residents of the Bear Creek Association must get approval for tree removal from the Bear Creek Association Tree Committee; applicants need not come before DRC for additional approval.

33. Variances (See Also Chapter II, Section 6)

Justifications for a variance may include the need for all-weather off-street parking, the physical characteristics of the particular lot, or other grounds deemed acceptable and compelling by BCPC. A variance to allow intrusion of a garage into a front setback may be allowed as long as two spaces for off-street parking are still provided. Under no circumstance may the portion of a garage in a front setback include conditioned living space. No living space in any setback is allowed with the possible exception of an enclosed entry of the minimum dimension in the front setback. The enclosed entry way shall not be used to calculate building height for a combined structure. No minimum will be defined. Variances for height or intrusions of homes or garages into side or rear setbacks are generally not allowed unless an extreme hardship or undue difficulties in the use and enjoyment of one's property can be demonstrated. The impact of a height or side setback variance on neighboring properties will be an important consideration.

In all cases, BCPC will apply a standard of reasonableness, taking into consideration all relevant factors. A variance granted by BCPC to one lot shall not be considered a precedent for other lots or requests, nor does it exempt the Applicant from satisfying other agency requirements.

As variances are specific to the situation and warrant consideration of all relevant factors, variances must be applied for as part of a specific project, and may not be applied for in the abstract or absence of a specific project.

34. Windows and Glazing

Any window material will be considered but must be compatible with the project design. Aluminum windows, cladding, and screens must be anodized or finished in permanent factory applied colors.

D. MAINTENANCE AND REPAIRS

The standard for maintenance and repair not requiring DRC approval is that it must be a like-for-like repair utilizing the *same exact* materials, colors, and type as is being maintained or repaired. Changes required by code are not exempt from DRC review and approval.

CHAPTER IV. PRE- AND POST-PLAN APPROVAL PROCEDURES, STANDARDS, AND DESIGN GUIDELINES FOR PROPERTIES IN ALPINE MEADOWS ESTATES UNITS 1 AND 2

A. PRE-APPROVAL PROCEDURES

In accord with the provisions of the CC&Rs for AMEA Units 1 and 2, there are two steps involved in obtaining approval from the BCPC. The first step is for the owner submit a signed Acknowledgement along with a \$40 Inspection Fee to the Recording Secretary of BCPC. The application should contain the information specified in Checklist Forms in Appendices E1, E2 and E3 of this ARM. The Checklists describe in more detail the information called for in Section 7 of the CC&Rs.

The second step is review and approval or disapproval of the plans and specifications, as well as any request for variance, by the DRC acting on behalf of BCPC. The DRC will act within twenty (20) calendar days on both the plans and specifications and any variance requests.

If the twenty (20) day limit falls within a time period that includes a regular scheduled DRC meeting, the application will be acted on at that meeting. If the twenty (20) day period does not include a regular meeting, and the Applicant does not agree to an extension until the next regularly scheduled meeting date, the DRC will authorize a Subcommittee to review the application and take the necessary actions within the time limit.

While there is no requirement in the CC&Rs of Units 1 and 2 for neighbor notification, Applicants are urged to inform neighbors within 500 feet of the project of the development plans and to invite comments. Because the CC&Rs require the DRC to consider the harmony of the proposed project with the surrounding neighborhood, the DRC may, in any case, seek neighbor comments.

If the application is not approved the Applicant can appeal the decision to the BCVB. See Appendix H for a description of the appeal process.

B. POST-APPROVAL AND GENERAL ADMINISTRATION PROCEDURES

If the application is approved, the Applicant becomes subject to the post-Approval and General Administration procedures, specified in Sections D and E (with the exception of E.3.a(2)) of Chapter II of this ARM. Applicants from Units 1 and 2 must complete their projects within 1 year of the start of construction unless an extension is granted pursuant to Section D, Paragraph 4 of Chapter II. Applicants from Units 1 and 2 are not required to post a Performance Deposit under Section D of Chapter II.

C. ALTERNATIVE PLAN SUBMISSION OPTION

Applicants in Units 1 and 2 may elect to have their applications processed under the provisions of Sections A-C of Chapter II of this ARM. Applicants electing this option must sign Appendix G-1, "Acknowledgment and Optional Election by Owners of Properties in Alpine Meadows Estates Units 1 and 2."

The potential advantages to choosing this phased-approach process are significant savings of time and money because of the following factors:

- Early identification of potential issues utilizing a Conceptual Review;
- Reduced architectural changes and design time by receiving early feedback from BCPC's DA;
- Easy to follow pre- and post- approval procedures; and,
- Helpful counsel from experienced BCPC members and a Plan Coordinator assigned to your project, no matter how large or small.

D. STANDARDS AND DESIGN GUIDELINES

Applicants from Units 1 and 2 must observe the development standards and design guidelines specified in Chapter III of this ARM unless specifically exempted. Exemptions and alternate standards are noted in the relevant definition of standards in Section B of Chapter III.

E. VIOLATIONS, SANCTIONS, AND RELATED PROCEDURES

In addition to the sanctions listed in Chapter II, Section E, Paragraph 3(1), BCPC will pursue all legal remedies in accordance with the Unit 1 and 2 CC&Rs to ensure that the structure constructed conforms to the plans approved by DRC.

APPENDIX A REVIEW VARIABLES

Unit	Lots Included	Procedures	Standards	Setbacks: Front Street		Side	***Rear
1	All	**ARM/CC&R	**ARM/CC&R	30' (1-10)	20'	10'	10's, 20'd
				20' (11-31)	20'	10'	10's, 20'd
2	Lots 45 – 53 and 55 - 58	**ARM/CC&R	**ARM/CC&R	30'(45-58)	20'	10'	10's, 20'd
				20'(59-63)	20'	10'	10's, 20'd
3	85-89	ARM	ARM	20' (85-89)	20'	10'	10's, 20'd
	111, 112, 115			5' (111, 112, 115)	20'	10'	10's, 20'd
4	All	ARM	ARM	20'	20'	10'	10's, 20'd
							10's, 20'd
A-H	All	ARM	ARM	20'	20'	15'	10's, 20'd
5	None						
6	All	ARM	ARM	20'	20'	10'	10's, 20'd
						15' (215-217)	20' (200, 201, 205, 206)
7	All	ARM	ARM	20'	20'	10'	10's, 20'd
8	All	ARM	ARM	25'	25'	10'	10's, 20'd
9	All	ARM	ARM	25'	25'	10'	10's, 20'd
10	All	ARM	ARM	25'	25'	10'	10's, 20'd
11 (JMA)	All	ARM	ARM	25'	25'	10'	10's, 20'd
BCA	All	ARM	ARM	30'	30'	10'	10's, 20'd

FOOTNOTES:

s – Single Story

d – Double Story

**** - For AME Units 1 and 2, Applicant must comply with the ARM as modified by that Unit's CC&Rs**

***** - County imposed rear setbacks**

APPENDIX B

Fee Schedule Effective August 20, 2011

Sections 1, 2 and 3 apply to all Units *other than* AMEA Units 1 and 2. Section 4 applies to all Units.

Section 5 applies only to AMEA Units 1 and 2.

No Fees or Deposits are required for permission to remove trees to meet defensible space requirements as directed in writing by the North Tahoe Fire District or a licensed arborist, or for Like-for-Like maintenance of existing structures.

1. CONCEPTUAL REVIEW FEE **\$100**
Conceptual Fee is applicable to Plan Fee if application is made within 6 months of Conceptual Review.

2. PLAN FEE

Payable at the time Preliminary Plans are submitted for review.

Small Projects..... **\$150**

Small Projects change the exterior appearance of the property such as re-roofing, new windows or doors, exterior painting and re-siding involving a change of color or material, landscaping, tree removal (other than for defensible space as noted above).

Minor Projects..... **\$500**

Minor Projects may change lot coverage or require Neighborhood Notification ³ such as Decks & Patios, Walkways, Driveways, Hot Tubs and Screening.

Major Projects¹

Major Projects add mass or volume such as new residences and attached or detached structural additions.

New construction up to 2,000 s.f. conditioned living area **\$3,500**

New construction up to 4,000 s.f. conditioned living area **\$5,000**

New construction greater than 4,000 s.f. conditioned living area **\$7,500**

Alterations and Reconstruction ^{1,2}

Less than 1,000 s.f. total of additional conditioned + unconditioned building area **\$1,500**

Greater than 1,000 s.f. total of additional conditioned + unconditioned building area..... **\$3,000**

3. PERFORMANCE DEPOSIT

Payable at the time Construction Plans are stamped. Refundable within sixty (60) days of Final Approval less assessment of any penalties or fees as determined by the DRC.

Small Projects..... **\$350**

Minor Projects..... **\$500**

Major Projects¹

New construction up to 2,000 s.f. conditioned living area **\$4,500**

New construction up to 4,000 s.f. conditioned living area **\$7,250**

New construction greater than 4,000 s.f. conditioned living area **\$8,500**

Alterations and Reconstruction ^{1,2}

Less than 1,000 s.f. total of additional conditioned + unconditioned building area **\$2,000**

Greater than 1,000 s.f. total of additional conditioned + unconditioned building area..... **\$3,000**

4. OTHER FEES

Design Variance (each request) **\$500**

Major Change Request (increases volume or mass of project) **\$150**

Minor Change Request **\$100**

Extension of Time Allowed for Project Completion **\$250**

Transfer of Project to New Owners **\$250**

Appeal to BCVB..... **\$350**

Archive Retrieval..... **\$25**

Plan Copying (*Permission for reproduction must be granted by owner or copyright, if any, to the plans*) **\$50 +\$5 per sheet**

5. AMEA UNITS 1 and 2 ONE-TIME PLAN REVIEW FEE **\$40**

NOTES

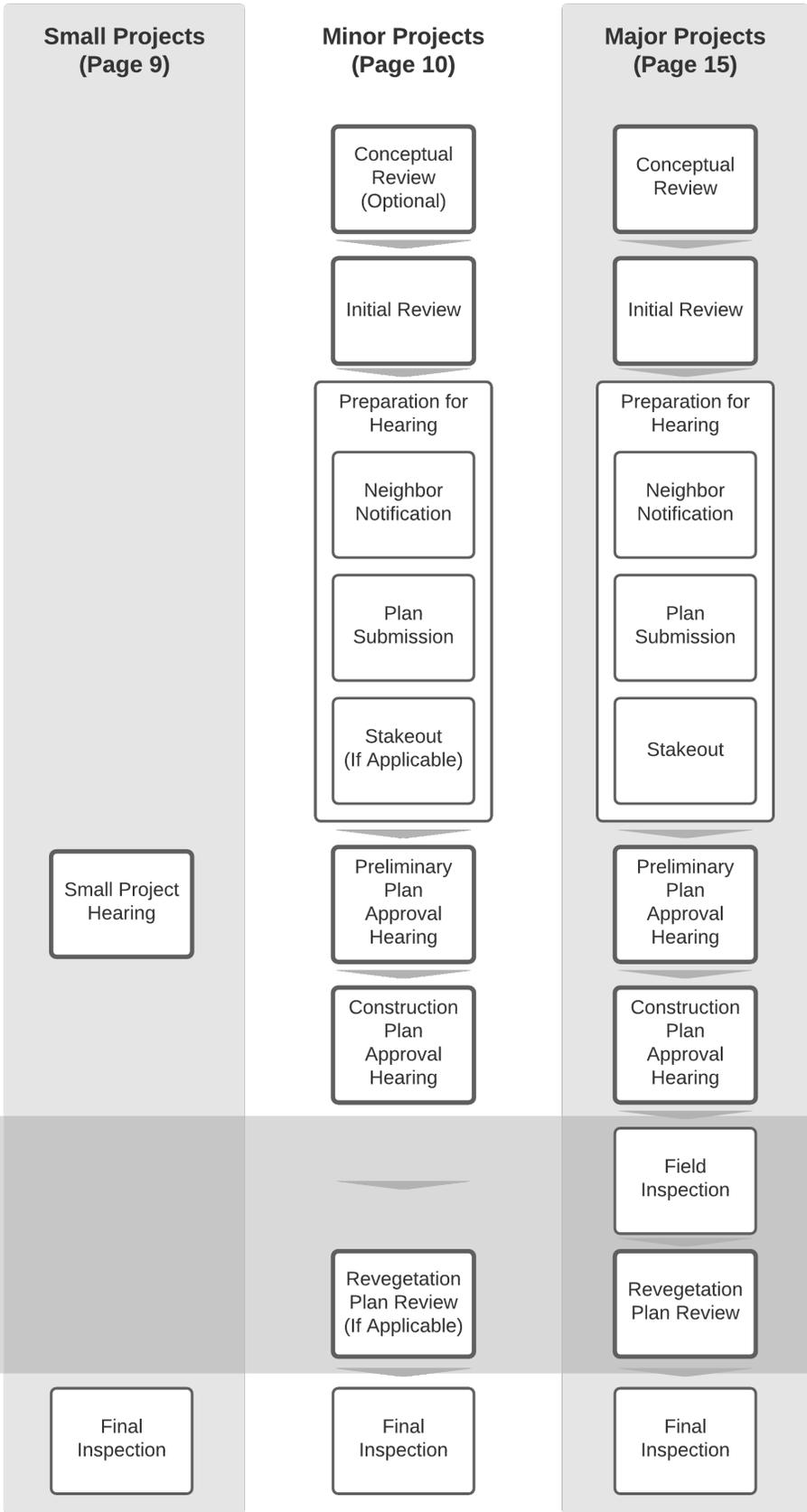
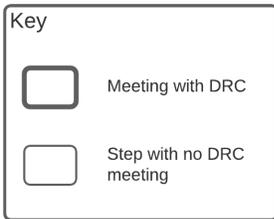
¹ Square footage for purposes of fee calculations includes the square footage of all conditioned living area, non-conditioned living area, and garages, as measured to the outside face of frame walls greater than five (5) feet in height, as specified for the proposed project. For the purposes of area calculations, stairs shall be counted once in two-story structures and twice in three-story structures. Non-conditioned living area includes entry vestibules and similar finished but unheated spaces.

² "Alterations & Reconstruction" also includes the construction of an attached or detached new garage on a property with an existing Residence.

³ Neighborhood Notification is at the discretion of the Committee

APPENDIX C QUICK REFERENCE OUTLINE

Appendix C Quick Reference Outline



APPENDIX D

MEETING AND CONTACT INFORMATION

CONTACT INFORMATION

Bear Creek Planning Committee
P.O. Box 6136
Tahoe City, CA 96145
Phone: 530-581-5692

RECORDING SECRETARY

Judy Friedman
The Paper Trail
Phone: 530-581-5692
Email: judy@tahoepapertrail.com

MEETING LOCATION

Design Review Committee (DRC) generally meets at the Alpine Springs County Water District building at 270 Alpine Meadows Road.

DRC meetings are scheduled for the 3rd Saturday of the month from March through November. Additional meetings may be called at the discretion of the DRC.

DRC meeting starting times may vary depending on agenda length and time of year. Please contact the Recording Secretary for details

Items to be placed on the DRC agenda, other than requests for Preliminary Plan Approval, must be submitted in writing to the Recording Secretary no later than 10 calendar days in advance of the meeting to ensure appropriate consideration.

For a current list of Committee members, please contact The Paper Trail.

APPENDIX E-1
PROJECT INFORMATION SHEET

Owner(s) _____

Lot No. _____ Unit _____ Alpine Meadows Street Address _____

Date Plans Submitted _____ BCPC Plan Coordinator _____ Date _____

Owner's Mailing Address _____

Phone _____

Email _____

Designer of Record

Address _____

Phone _____

Email _____

Surveyor _____ Date of survey _____

Address _____

Phone _____

Email _____

Project Description (Attach separate sheet, if necessary)

Variance Request(s) (Type and Reason) _____

Submitted By: _____ Phone _____

APPENDIX E-2 PRELIMINARY SUBMITTAL CHECKLIST

Owner(s): _____ Lot No. _____ Unit _____ Street Address _____

Date Plans Submitted _____ BCPC Plan Coordinator _____ Date _____

Check off items on plans or mark N/A = not applicable.

<u>SITE PLAN</u> @ 1/8" or 1/10" = 1'-0	<u>Applicant</u>	Fireplace location		
	<u>BCPC</u>	Floor area for each level	_____	_____
Entire site shown	_____	<u>EXTERIOR ELEVATIONS</u> @ 1/4" = 1'-0		
North arrow	_____			<u>BCPC</u>
Property lines	_____	Minimum of 4 full elevations	_____	_____
Setbacks	_____	Existing and finished grades	_____	_____
Easements	_____	on each elevation	_____	_____
Proposed utility trench locations	_____	Fenestration/glazing composition	_____	_____
Datum (reference) elevation	_____	on each elevation	_____	_____
Existing contours dashed	_____	Skylights/solar panels	_____	_____
Re-graded contours solid	_____	Indication of all exterior materials	_____	_____
Building footprint of all structures w/ roof overhangs and slope direction	_____	Maximum allowable height of building	_____	_____
Patios, porches, decks, & terraces	_____	Highest ridge height relative to existing grade	_____	_____
Site sections at proposed grade changes	_____	Roof slope and material	_____	_____
Any retaining structures (location & height)	_____	Firewood storage area	_____	_____
Neighboring Structures within 30 ft. of property line	_____	Chimney chase/location	_____	_____
Edge of road pavement	_____	<u>BUILDING SECTION</u> w/ location shown on floor plans @ 1/4" = 1'-0		
Flood plain	_____			
Existing drainage courses	_____	<u>COPY OF STAMPED/SIGNED TOPOGRAPHIC SURVEY</u>		
Existing trees and vegetation greater than 6 inches in diameter	_____	By a California licensed surveyor of subject property showing contours, property corners, trees, existing development, etc.	_____	_____
Trees to be removed	_____			
Rock outcroppings, boulders, site features	_____	<u>STUDY MODEL OR 3D COMPUTER IMAGERY</u> (Optional)		
Driveway location and slope w/ spot elevations	_____			
Snow storage area(s)	_____	<u>PHOTOGRAPHS</u> of Existing Development (remodels and additions only)		
Total lot size (sq ft)	_____			
Existing & proposed impervious coverage	_____	<u>STAKEOUT</u> - must be COMPLETE 8 CALENDAR DAYS BEFORE PRELIMINARY APPROVAL MEETING		
Any requested variances	_____			
Generators & Air Conditioners	_____	Property lines	_____	_____
Proposed areas to be landscaped	_____	Structures patios, porches, decks, terraces	_____	_____
<u>FLOOR PLANS</u> @ 1/4" = 1'-0		Setbacks	_____	_____
Floor plan for each level	_____	Storypole	_____	_____
Patios, porches, decks, & terraces	_____	w/maximum ridge height& principal finish floor elevations	_____	_____
Doors and windows shown	_____	Trees to be removed	_____	_____
Room name/function noted	_____		_____	_____
Hot tub location	_____			
Firewood storage area	_____			
Finished floor elevations relative to site plan	_____			

APPENDIX E-3 CONSTRUCTION SUBMITTAL CHECKLIST

Owner(s): _____ Lot No. _____ Unit _____ Street Address _____

Date Plans Submitted _____ BCPC Plan Coordinator _____ Date _____

Note: All items on Appendix B-1 “Preliminary Submittal Checklist” must be shown in addition to the items below.

Check off items on plans or mark N/A = not applicable.

SITE PLAN @ 1/8" or 1/10" = 1'-0

	<u>applicant</u>	
	<u>BCPC</u>	
Utility trench locations	_____	_____
(water/sewer/electric/TV)		
Structure location dimensioned	_____	_____
(2 corners min.)		
Fuel tank location	_____	_____
Drainage details	_____	_____
Material storage	_____	_____
Construction access	_____	_____
Vegetation protection fencing	_____	_____
location/details		
Filter fencing, infiltration, and other	_____	_____
temporary and permanent BMPs		
location/details		
Update existing & proposed coverage,	_____	_____
if required		
Update any variance requests, if required	_____	_____
Chemical toilet location	_____	_____
Snow storage	_____	_____
Refuse enclosure	_____	_____

FLOOR PLANS @ 1/4" = 1'-0

Exterior lighting details and locations	_____	_____
Meter location (recessed)	_____	_____

EXTERIOR ELEVATIONS @ 1/4" = 1'-0

Window and door details	_____	_____
Trim details	_____	_____
Deck and railing details	_____	_____
Hot tub screening details	_____	_____
Exterior lighting locations	_____	_____
Mechanical vent terminations	_____	_____
Finish floor elevations relative to	_____	_____
existing/finished grade		
Update exterior materials;	_____	_____
all must be shown		

BUILDING SECTION(S) minimum 1/4" = 1'-0

	<u>applicant</u>	<u>BCPC</u>
Location of section(s) keyed on	_____	_____
floor plan		
Existing and finish grades	_____	_____
Finish floor elevations relative to	_____	_____
existing/finished grade		
Maximum cut at deepest point shown	_____	_____
Foundation system drawn	_____	_____
Structural thickness drawn – all roofs,	_____	_____
walls, & floors		

PRELIMINARY REVEGETATION PLAN

General Location, size, type of all	_____	_____
existing & proposed planting		
Conformance with defensible space	_____	_____
requirements		

FINAL REVEGETATION PLAN

(due prior to Final Inspection)		
Proposed landscaping, re-vegetation, and	_____	_____
site restoration plan and details		
Irrigation details and specifications	_____	_____
(see Chapter III, B, 23).		
Maintenance instructions	_____	_____

MATERIAL SAMPLE BOARD

All exterior materials, finishes, and colors	_____	_____
indicated		
Exterior light fixture cut sheets	_____	_____
Photographic imagery of stone	_____	_____
Veneer (if applicable)		

****AN ON-SITE MATERIAL MOCKUP
MAY BE REQUIRED ****

APPENDIX F

Re-Vegetation List

Native Plant List

The following native plants and are acceptable for use in all planting areas

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>Site</u>	<u>Water Req.</u>
Evergreen Trees			
<i>Abies concolor</i>	White Fir	sun/shade	med/dry
<i>Abies magnifica</i>	Red Fir	sun/shade	med/dry
<i>Calcedrus decurrens</i>	Incense Cedar	sun/p shade	med/dry
<i>Juniperus occidentalis v. australis</i>	Juniper	sun/p shade	med/dry
<i>Pinus aristata</i>	Bristlecone Pine	sun/ p shade	med/dry
<i>Pinus contorta</i>	Lodgepole Pine	sun/p shade	moist/dry
<i>Pinus jeffrei</i>	Jeffrey Pine	sun/p shade	med/dry
<i>Pinus lambertiana</i>	Sugar Pine *	sun/p shade	med/dry
<i>Pinus monticola</i>	Western White Pine *	sun/p shade	med/dry
<i>Pinus ponderosa</i>	Ponderosa Pine	sun/p shade	med/dry
<i>Tsuga mertensiana</i>	Mountain Hemlock	sun/p shade	med/dry
Deciduous Trees			
<i>Acer glabrum v. torreyi</i>	Mountain Maple	p shade	moist/med
<i>Populus balsamifera v. trichocarpa</i>	Black Cottonwood	sun/p shade	moist/med
<i>Populus tremuloides</i>	Quaking Aspen	sun/p shade	moist/med
Shrubs			
<i>Alnus incana v. tenifolium</i>	Creek Alder	sun/p sun	moist/med
<i>Amelanchier alnifolia v. pumila</i>	Service Berry	sun/shade	moist/dry
<i>Arctostaphylos patula</i>	Greenleaf Manzanita *	sun/p sun	med/dry
<i>Ceanothus integerrimus</i>	Deer Bush *	sun/p sun	med/dry
<i>Ceanothus velutinus</i>	Tobacco Bush *	sun/p sun	med/dry
<i>Chrysothamnus nauseosus</i>	Rabbit Brush	sun/p sun	med/dry
<i>Cornus serecia</i>	Creek Dogwood	sun/ p shade	moist/med
<i>Holodiscus discolor</i>	Oceanspray	sun/p shade	med/dry
<i>Holodiscus microphyllus</i>	Cream Brush	sun/p shade	med/dry
<i>Lonicera conjugalis</i>	Nen	sun/p shade	med/dry
<i>Prunus emarginata</i>	Bitter Cherry	sun/p shade	med/dry
<i>Purshia tridentata</i>	Antelope Brush	sun/p shade	med/dry
<i>Quercus vaccinifolia</i>	Huckleberry Oak *	sun/p shade	med/dry
<i>Ribes alpinum</i>	Golden Current	sun/shade	moist/med

<i>Ribes cereum</i>	Wax Berry	sun/shade	moist/med
<i>Ribes nevadense</i>	Sierra Currant	sun/shade	moist/med
<i>Ribes roezlii</i>	Sierra Gooseberry	sun/shade	moist/dry
<i>Ribes viscosissimum</i>	Sticky Currant	sun/shade	moist/dry
<i>Rosa woodsii v. ultramontana</i>	Mountain Rose	sun/p sun	moist/dry
<i>Rubus parviflora</i>	Thimbleberry	sun/shade	moist/med
<i>Salix exigua</i>	Narrow Leaf Willow	sun/ p shade	moist/med
<i>Salix lemmonii</i>	Lemmon's Willow	sun/ p shade	moist/med
<i>Salix ligulifolia</i>	Strap Leaf Willow	sun/ p shade	moist/med
<i>Sambucus mexicana</i>	Blue Elderberry	sun/ p shade	moist/med
<i>Sambucus racemosa v. microdotrys</i>	Elderberry	sun/ p shade	moist/med
<i>Salix lucida v. lasiandra</i>	Shinning willow	sun/ p shade	moist/med
<i>Sorbus californica</i>	Mountain Ash	sun/ p shade	moist/med
<i>Spiraea densiflora</i>	Spiraea	sun/p shade	med/dry
<i>Spiraea douglasii</i>	Spiraea	sun/p shade	med/dry

Perennials

<i>Aconitum columbianum</i>	Monkshood	shade/p sun	med
<i>Aqualegia formosa</i>	Columbine	sun/shade	med
<i>Athyrium filix-femina</i>	Lady Fern	shade/p sun	semi-moist
<i>Delphinium glaucum</i>	Larkspur	sun/p shade	semi-moist
<i>Erigoonum umbellatum v. polyanthemum</i>	Sulphur Plant	sun	dry
<i>Fragaria virginiana</i>	Mountain Strawberry	shade/p sun	moist
<i>Lilium parvum</i>	Sierra Lilly	shade/p sun	moist
<i>Lupinus polyphyllus v. superbus</i>	Lupine	sun/ p sun	med
<i>Mimulus guttatus</i>	Yellow Monkey Flower	shade/ p sun	moist
<i>Penstemon spectabilis</i>	Showy Penstemon	sun	dry/moist
<i>Potentilla glandulosa</i>	Sticky Cinquefoil	sun/p shade	med
<i>Prunella vulgaris v. lanceolata</i>	Self-heal	sun/p shade	med
<i>Pteridium aquilinum v. pubescens</i>	Bracken Fern	sun/ p shade	moist/med
<i>Solidago elongata</i>	Goldenrod	sun/ p sun	med
<i>Wyethia mollis</i>	Mule Ears	sun/p shade	dry/moist

Ground Covers

<i>Arctostaphylos nevadensis</i>	Pine Mat Manzanita	sun	dry
<i>Ceanothus prostratus</i>	Squaw Carpet *	sun	dry
<i>Symphoricarpos mollis</i>	Creeping Snowberry	shade/p sun	med

Annuals

<i>Ipomopsis aggregata v. formosissima</i>	Scarlet Gilia	sun/p sun	med
<i>Linum lewisii</i>	Flax	sun/p sun	med

*indicates not readily available

Non-Native Plant List

The following are similar or related to natives and are acceptable for use in enhanced planting areas

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>Site</u>	<u>Water Req.</u>
Evergreen Trees			
<i>Picea pungens</i>	Colorado Green Spruce	sun/ p sun	med
<i>Sequoiadendron giganteum</i>	Giant Sequoia	sun/ p sun	moist/ med
Deciduous Trees			
<i>Acer circinatum</i>	Vine Maple	sun-shade	moist/ med
<i>Betula nigra</i>	River Clump Birch	sun/ p sun	moist/ dry
<i>Populus tremula Erecta</i>	Swedish Aspen	sun/ p sun	moist/ dry
<i>Prunus virginiana</i>	Chokecherry	sun/ p sun	moist/ dry
<i>Sorbus aucuparia</i>	Euorpean Mtn. Ash	sun/ p sun	moist/ dry
Shrubs			
<i>Acer ginnala</i>	Amur Maple	sun/ p sun	moist/med
<i>Acer ginnala Flame</i>	Flame Maple	sun/ p sun	moist/med
<i>Amelanchier canadensis</i>	Downy Serviceberry	sun/ p sun	med/ dry
<i>Aronia arbutifolia 'Brilliant'</i>	Red Chokeberry	sun/ p sun	med/ dry
<i>Aronia melanocarpa</i>	Black Chokeberry	sun/ p sun	med/ dry
<i>Cornus alba elegantissima</i>	Variogated Dogwood	sun/ shade	moist/ med
<i>Physocarpus opulifolius</i>	Common Ninebark	sun/ shade	moist/ med
<i>Physocarpus opulifolius</i>	Dwarf Ninebark	sun/ shade	moist/ med
<i>Pinus mugo</i>	Mugo Pine	sun/ p sun	med/ dry
<i>Potentilla fruticosa</i>	Shrubby Cinquefoil	sun/ p sun	med/ dry
<i>Prunus besseyi</i>	Western Sandcherry	sun/ p sun	med/ dry
<i>Prunus virginiana demissa</i>	Western Chokecherry	sun/ p sun	med/ dry
<i>Rosa rugosa</i>	Tomato Rose	sun/ p sun	moist/ dry
<i>Salix purpurea nana</i>	Dwarf Purple Willow	sun/ p sun	moist/ dry
<i>Spiraea bumalda 'Anthony Waterer'</i>	Anthony Waterer Spiraea	sun/ p sun	moist/ dry
<i>Spiraea bumalda 'Goldflame'</i>	Goldflame Spiraea	sun/ p sun	moist/ dry
<i>Symphoricarpos albus</i>	Common Snowberry	sun/ shade	moist/ dry
<i>Viburnum trilobum</i>	Cranberry Bush	sun/ shade	moist/ dry
Perennials			
<i>Achillea millefolium</i>	Common Yarrow	sun/ p sun	med/ dry
<i>Anemone japonica</i>	Japenese Anemone	p shade	moist/ med
<i>Aster alpinus</i>	Alpine Aster	sun/ p sun	med/ dry

<i>Aster dumosus</i>	Fall Aster	sun/ p sun	med/ dry
<i>Dicentra eximia</i>	Fringed Bleeding Heart, pink	p shade	moist/ med
<i>Dicentra formosa</i>	Western Bleeding Heart	p shade	moist/ med
<i>Doronicum cordatum</i>	Leopard's Bane	p shade	moist/ med
<i>Geranium sanguineum</i>	Sanguineum Geranium	p shade	moist/ med
<i>Geum chiloense</i>	Avens	sun/ p sun	med/ dry
<i>Heuchera</i>	Common Coral Bells	sun/ shade	moist/ med
<i>Iris siberica</i>	Siberian Iris	sun/ p sun	med/ dry
<i>Liatris spicata</i>	Gayfeather	sun/ p sun	moist/ med
<i>Mertensia virginica</i>	Virginia Bluebells	p shade	moist/ med
<i>Myosotis sylvatica</i>	Forget-Me-Nots	p shade	moist/ med
<i>Penstemon strictus</i>	Rocky Mtn. Penstemon	sun/ p sun	med/ dry
<i>Polemonum caeruleum</i>	Jacob's Ladder	p shade	moist/ med
<i>Sidalcea oregana</i>	Mallow	p shade	moist/ med
<i>Sisyrinchium angustifolium</i>	Blue-Eyed Grass	p shade	moist/ med
<i>Tiarella cordifolia</i>	Foamflower	p shade	moist/ med
<i>Viola oderata</i>	Sweet Violet	p shade	moist/ med

Ground covers

<i>Achillea tomentosa</i>	Woolly Yarrow	sun/ p sun	med/ dry
<i>Galium odoratum</i>	Sweet Woodruff	p shade	moist/ med
<i>Iberis sempervivens</i>	Candytuft	sun/ p sun	med/ dry
<i>Phlox subulata</i>	Creeping Phlox	sun/ p sun	med/ dry
<i>Potentilla verna 'Nana'</i>	Spring Cinquefoil	sun/ p sun	med/ dry
<i>Saponaria ocymoides</i>	Saponaria (Soapwort)	sun/ p sun	med/ dry
<i>Sedum spurium</i>	Sedum	sun/ p sun	med/ dry
<i>Symphoricarpos chenaulti</i>	Creeping Snowberry	p shade	moist/ med

**APPENDIX G
ACKNOWLEDGMENT**

This is to attest that _____,
Owner(s) of Lot _____ Unit _____ has read and understands the current version of the Architectural Review Manual for Alpine Meadows. This is further to attest that, although others may act on behalf of the Owner of said lot and unit, in dealing with the Bear Creek Planning Committee (BCPC) and the Bear Creek Valley Board (BCVB) as architect, contractor, or agent, Owner herewith certifies that he/she is fully acquainted with the construction drawings and specifications, intends to build in accordance with the approved documents and agrees to be bound by and accepts the responsibility for the enforcement of and adherence to the terms and conditions of the aforementioned Architectural Review Manual for Alpine Meadows.

Owner acknowledges that the Bear Creek Planning Committee (BCPC) and/or Bear Creek Valley Board (BCVB) have the right to access the property for inspections until Final Approval has been granted.

Owner(s) Signature _____

Printed Name _____ **Date** _____

Alpine Meadows Street Address _____

Owner's Mailing Address _____

Phone/Fax _____

Email _____

APPENDIX G-1
ACKNOWLEDGMENT AND OPTIONAL ELECTION
BY OWNERS OF PROPERTIES
IN ALPINE MEADOWS ESTATES UNITS 1 AND 2

This is to attest that _____,
Owner(s) of Lot _____ Unit _____ has read and understands the current version of the Architectural Review Manual for Alpine Meadows. This is further to attest that, although others may act on behalf of the Owner of said lot and unit, in dealing with the Bear Creek Planning Committee (BCPC) and the Bear Creek Valley Board (BCVB) as architect, contractor, or agent, Owner herewith certifies that he/she is fully acquainted with the construction drawings and specifications, intends to build in accordance with the approved documents and agrees to be bound by and accepts the responsibility for the enforcement of and adherence to the terms and conditions of the aforementioned Architectural Review Manual for Alpine Meadows

Owner acknowledges that the Bear Creek Planning Committee (BCPC) and/or Bear Creek Valley Board (BCVB) have the right to access the property for inspections until Final Approval has been granted.

By checking this box, Owner elects to process the application for approval pursuant to the provisions of Sections A-C of Chapter II of the ARM.

Owner(s) Signature _____

Printed Name _____ Date _____

Alpine Meadows Street Address _____

Owner's Mailing Address _____

Phone/Fax _____

Email _____

APPENDIX H

PROCEDURE ON APPEALS TO BEAR CREEK VALLEY BOARD

Revised 11/21/2020

Within 10 days, or as specified in the applicable C.C.&R.s, or otherwise pursuant to agreement with lot owners in Bear Creek Valley of notification in writing by the Bear Creek Planning Committee (BCPC) of disapproval of plans and specifications, the person who submitted same may file a petition in writing to the Bear Creek Valley Board (BCVB), c/o “The Paper Trail” P.O. Box 5605, Tahoe City, CA 96145, or an alternative recipient as designated by the BCPC appealing the decision of the BCPC, stating reasons for the appeal. The applicant shall send a copy of the petition to the BCPC and a copy shall be sent by BCPC to the occupants of all houses that were notified under the Neighbor Notification process.

The members of BCVB to hear and decide such appeal shall be in accord with the particular C.C.&R.’s applicable to the property involved, or otherwise pursuant to agreement with lot owners in Bear Creek Valley, with those members to choose a Chairman to preside at the hearing by the Appeal Board. With the approval of the applicant, the review board make-up can be changed in situations when the correct composition of members is not available to hear the appeal. Such Board shall have the right and authority to review the matter de novo and shall either confirm, modify or reverse the BCPC decision.

The Appeal Board shall set a date for hearing the appeal after consultation with the applicant with the hearing to be held as soon as possible and not more than 30 days after receipt of the petition for appeal, and shall be in Bear Creek Valley, also known as Alpine Meadows, unless the Board and applicant agree it should be elsewhere. The BCPC shall be notified of the date of the hearing with a request to be represented, and with a request to notify the occupants of all houses that were notified under the Neighborhood Notification process.

The hearing procedure shall be informal and witnesses need not be sworn, nor a verbatim record kept unless requested in writing 10 days prior to the hearing and paid for by the applicant. The following order of presentations shall be followed except as the Chairman may decide to modify or expand because of the particular circumstances:

1. The applicant (owner or representative) shall present the plans and specifications and the reasons he believes they comply with the deed restrictions and the BCPC Architectural Review Manual. He may use his architect, engineer or other expert testimony.
2. The BCPC representative(s) shall be given an opportunity to explain what portions of the plans and specifications caused the disapproval, and the reasons for the disapproval.
3. Interested parties will be given an opportunity to speak subject to time limitation established by the Chairman.
4. The Chairman may permit the applicant to ask questions of the BCPC

representative, and vice versa.

5. Any of the BCVB members may question anyone presenting facts or arguments at the hearing, in an orderly manner and subject to time limitation established by the Chairman.

6. The Appeal Board may visit the site at the time of the hearing.

7. The applicant shall be given an opportunity at the end of the hearing to rebut anything presented by the BCPC and to sum up the reasons why he believes the plans and specifications should be approved.

8. During the hearing, the Appeal Board may attempt to mediate resolution of the issues through agreement between the applicant, BCPC representatives present and the Appeal Board. Mediation discussions will be informal and any suggested compromises shall not be binding on the parties unless finally agreed to and incorporated in the Appeal Board decision, nor shall any such suggestions be the basis to challenge the Appeal Board decision on the appeal.

9. After the hearing is closed, and if the above mediation efforts do not resolve all issues, the Board shall immediately go into a closed session to discuss the matters presented at the hearing and other pertinent matters and shall attempt to reach a decision on the date of the hearing or as soon thereafter as possible. The decision shall be by majority vote of the Appeal Board members. The applicant shall be notified of the decision in writing within 7 days of the hearing.

The decision of the BCVB to confirm, modify or reverse the BCPC decision or disapproval shall be governed by the general principle that it is to the best interest of the area that it be developed into an attractive ski area, alpine in character and appearance, with as little damage to the natural beauty of the land and trees as is possible. The decision shall be governed specifically by the particular requirements of the C.C. & R.'s applicable to the particular property or otherwise pursuant to agreement with lot owners in Bear Creek Valley and the BCPC Architectural Review Manual provisions currently in effect. The BCVB decision shall be final.