

EXHIBIT A

CSO Construction/Exterior Change Permit Application Form

Tahoe Donner members and their hired professionals can apply for project approval and permitting by completing the form below, uploading the required documents and submitting the form to start the application process. Please Note: Text boxes with an asterisk symbol (*) are required fields, if not applicable, enter "na" to proceed.

Tahoe Donner Address**Unit/Lot****Property Owner's Name****Name of Applicant****Phone Number of Applicant****Email Address of Applicant**

Tahoe Donner Project Type

Check the box or boxes below to select your proposed project scope(s).

Projects with Neighbor Notification

- ☒ New Construction (House, Garage, Addition, ADU/JADU, Condo Development, Commercial Property)
- ☐ Fence (New Footprint)
- ☐ Shed, Carport, Auxiliary Structure
- ☐ Variance

Minor Projects

- | | |
|---|---|
| <input type="checkbox"/> ADU/JADU (Remodel of Existing Living Area) | <input type="checkbox"/> Air Conditioner, Generator (New Footprint) |
| <input type="checkbox"/> Artificial Grass | <input type="checkbox"/> Chimney |
| <input type="checkbox"/> Commercial Sign | <input type="checkbox"/> Custom Built Garbage Can Enclosure |
| <input type="checkbox"/> Deck, Deck Railing | <input type="checkbox"/> Driveway, Parking Pad |
| <input type="checkbox"/> Fire Pit | <input type="checkbox"/> Hot Tub (New Footprint) |
| <input type="checkbox"/> Landscaping, Drainage | <input type="checkbox"/> Mudroom |
| <input type="checkbox"/> Patio, Walkway, Covered Walkway | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Solar Panel (If Tree Removal Proposed) | <input type="checkbox"/> Stair |
| <input type="checkbox"/> Fence (Within Existing Footprint) | <input type="checkbox"/> Other |

EXHIBIT A

Maintenance Projects

☐ Animal Resistant Garbage Can Enclosure (ARGCE)

☐ Door

☐ Garage Door

☐ Exterior Paint/Stain

☐ Roof, Gutters, Metal Edging

☐ Skylight

☐ Wainscot

☐ Air Conditioner, Generator (On/Under Existing Structure)

☐ Exterior Lighting

☐ Hot Tub (On / Under Existing Structure)

☐ Paint ROOF ONLY

☐ Siding, Trim

☐ Solar Panel

☐ Window

Contractor and Project Details

Contractor Name

Please enter Contractor Name and their contact details below so the contractor can be updated with permit status changes and shared project information etc.

If you have not yet selected a contractor or the owner is intending to complete the work, please leave contractor fields blank and proceed with describing the project scope.

Contractor Phone

Contractor Email

Proposed Project Start Date

Please Note: An ASC approval is required prior to start of construction.

Scope of Work (Brief Project Description)

Land Use

Choose the land use of the desired permit.

Who will be paying the ASC Project Fees?

Name of the Owner, Contractor, Architect

Please Note: Maintenance Permits do not typically incur ASC Project Fees (unless completion photos are not submitted to close the permit)

Who will receive the refundable deposit upon close of project?

Name of the Owner, Contractor, Architect

Please Note: If left blank, the current property owner will receive refundable deposit.

Maintenance Permits do not incur a refundable deposit.

New Construction - House, Garage, Addition, ADU/JADU, Condo,

EXHIBIT A

Commercial Property

Type of New Construction

New attached garage

Example: House/Garage (with ADU or JADU), Addition 500SQFT and greater (with ADU), Addition less than 500SQFT (with ADU/JADU), Garage with Addition, Garage, Condos Units (Condos or Apartments), Commercial Buildings

Conditioned Living Space SQFT

186

Unconditioned Living Space SQFT

481

Please list the name(s) of those who attend the ASC Meeting

Stacy & Keith Jackson - owners;
Douglas Matri - MASTRIDICASA Architecture + Design

Secondary Unit Proposed?

☐ Yes ☒ No

Roofing: Material, Mfr & Color Name

Metal - match existing material in gray

Example: Metal Edge 42", Metal Sales - Green

Roofing: Other Material(s), Mfr & Color Name

N/A

Example: Comp Shingle, Certainteed - Forest Green

Roofing: Flashing, Vents, Chimney/Splitter: Mfr & Color Name

Custom - medium gray

Example: Metal Sales - Green

Roof Fascia: Material (Incl Dimensions), Mfr & Color Name

2x12 w/ 2x6 stained to match siding w/ gray undertones and metal drip edge (match existing)

Example: Cedar 2x12, TWP - Black Walnut (Semi-Transparent)

Street View Siding: Material (Incl Dimensions), Mfr & Color Name

Hardie Plank Lap Siding - Select Cedarmill 8" WIDTH / 7" EXPOSURE 0.312" THICKNESS
COLOR: "Elegant Red" / 2x12 & 2x3 Board and Bat Stained to Match Siding

Example: 1 x 8 Horizontal Cedar Cove Channel, Superdeck - Canyon Brown

If multiple materials & colors, please list from gable to foundation order

Side Elevation Siding: Material (Incl Dimensions), Mfr & Color Name

Hardie Plank Lap Siding - Select Cedarmill 8" WIDTH / 7" EXPOSURE 0.312" THICKNESS
COLOR: "Elegant Red"

Example: 1 x 8 Horizontal Cedar Cove Channel, Superdeck - Canyon Brown

If multiple materials & colors, please list from gable to foundation order

Rear Elevation Siding: Material (Incl Dimensions), Mfr & Color Name

Hardie Plank Lap Siding - Select Cedarmill 8" WIDTH / 7" EXPOSURE 0.312" THICKNESS
COLOR: "Elegant Red"

Example: 1 x 8 Horizontal Cedar Cove Channel, Superdeck - Canyon Brown

If multiple materials & colors, please list from gable to foundation order

Belly Band: Material (Incl Dimensions), Mfr & Color Name

N/A

Example: Cedar 2x12, Superdeck - Canyon Brown

Rock or Other Exterior Materials: Material Type & Mfr (or Source) & Color Name

EXHIBIT A

SPLIT FIELDSTONE COARSE FACE COLOR: DAKOTA BROWN

Example: LedgeStone, Rock Garden - Browns & Grays. Please Note: All rock must wrap 2FT around edges if used as wainscot.

Foundation & Retaining Walls: Material, Mfr & Color Name

Stained / painted charcoal gray

Example: Concrete, Behr - Oxford Brown

All Wallcaps, Vents, Metal Brackets, Boxes, etc.: Mfr & Color Name

Medium Gray or Black

Example: Behr - Oxford Brown

Garage Door: Material(s), Description, Mfr & Color Name

Wood / Craftsman Style - Stained to Match Siding

Example: CHI Overhead Doors, Custom Cedar Raised Panel w/ Upper Window Lites, Superdeck - Natural

Front Doors & Other Access Doors: Material(s), Mfr & Color Name

Existing - stained to match new siding

Example: Front Door, Knotty Alder w/ Vertical Paneling, 6-Lite Upper, Dentil Ledge, Superdeck - Canyon Brown (Semi Solid Stain)

Window Frame: Material, Mfr & Color Name

Match existing - vinyl clad, white

Example: Vinyl, Milgard - Almond

Window Trim: Material (Incl Dimensions), Mfr & Color Name

New cedar 2x4 header - stiles - sill, stained to match siding

Example: Cedar 2 x 6, Superdeck - Canyon Brown (Semi-Solid)

Corner Trim: Material (Incl Dimensions), Mfr & Color Name

2x6 cedar - stained to match siding

Example: Cedar 2 x 6, Superdeck - Canyon Brown (Semi-Solid)

Door Trim: Material (Incl Dimensions), Mfr & Color Name

New cedar 2x4 header - stiles - sill, stained to match siding

Example: Cedar 2 x 6, Superdeck - Canyon Brown (Semi-Solid)

Deck Top Rail: Material (Incl Dimensions), Mfr & Color Name

N/A - Existing Ipe

Example: Cedar, 4x4, Superdeck - Canyon Brown

Deck Pickets: Material (Incl Dimensions), Mfr & Color Name

N/A - Existing

Example: Woven Wire Mesh, 4x4, Powder Coated Brown

Deck Bottom Rail: Material (Incl Dimensions), Mfr & Color Name

N/A - Existing Ipe

Example: Cedar, 4x4, Superdeck - Canyon Brown

Deck Posts: Material (Incl Dimensions), Mfr & Color Name

N/A - Existing

Example: Redwood, 6x6, Superdeck - Canyon Brown

Deck Hardware & Footings (Bolts, Brackets, Concrete Piers): Stain/Paint Mfr & Color

N/A - Existing

Example: Behr - Oxford Brown

Deck Boards: Material (Incl Dimensions), Mfr & Color Name

N/A - Existing Ipe

Example: Redwood, 2x6, Superdeck - Canyon Brown

Are You Adding Exterior Lighting?

☒ Yes ☐ No

Please Note: No exterior light fixture may be placed higher than a maximum height of 10FT above the adjacent walking surface.

EXHIBIT A

Exterior Lighting: Mfr, Model # & Color Name

WAC Lighting, "Nest" 12" High

Example: Hampton Bay, Wall Lantern #1234-56 - Bronze

Exterior Lighting: LED

☒ Yes ☐ No

Animal Resistance Garbage Can Enclosure (ARGCE): Is an Exemption Requested?

☒ Yes ☐ No

All new house/condominium construction requires an animal resistant garbage can enclosure (ARGCE) therefore no exemption should be chosen.

ARGCE: Mfr, Material(s)

Tahoe Bear Box Co - RCE 230G - 14ga steel, Oxford Brown or similar

Example: Baker Bin, 14-gauge steel

Solar Panel Installation

☐ Yes ☒ No

Documents Required: Upload solar panel cut sheet, update the site and elevation plans illustrating the solar array location, and mark proposed tree removal on site plan (if applicable).

Hot Tub: Location on Property

Existing - on rear deck

Example: Upper Rear Deck

Air Conditioner/Generator: Type of Improvement

None

Documents Required: Upload AC or Generator Manufacturer Specification Sheet (Cut Sheet) in the Document Upload section toward bottom of page

Air Conditioner/Generator: Color Name

N/A

Example: Gray

Pavers: Type of Improvement and Location (incl Dimensions)

Driveway and walk to entry - 800±SF

Exterior Lighting: Glass Type

No glass fixture

Please Note: The light bulb shall not be visible from the sides of the light fixture. The opacity of the fixture shall be reviewed on a case-by-case basis. (Per ASC Rules III,H-8).

Exterior Lighting Cut Sheet Attached?

☒ Yes ☐ No

ARGCE: Location on Property

Private Property

Per ASC Rules (Section III,D pg. 10), an ARGCE must be installed on the homeowner's property and not in the Town of Truckee right-of-way. If the ARGCE is to be installed on an access easement not owned by the installing property owner, the deed of the property must be amended to authorize the installation. A copy of the amended deed must be submitted prior to installation of the ARGCE. Please upload this document with your application.

Hot Tub: Mfr, Model #, Color Name

Existing

Example: Evolution, Stockbridge 95, Mahogany

Please Note: All exposed conduit and electrical boxes must be painted to match the house.

Air Conditioner/Generator: Mfr, Model

N/A

Example: Trane, XL16i

Air Conditioner/Generator: Location on Property

N/A

Example: Under Rear Deck

Pavers: Mfr & Color Name(s)

EXHIBIT A

Example: Rear Patio 10x10

Belgard Stockton Dublin Cobble Paver COLOR:
Toscana

Example: Basalite Cobblestone - Positano

Document Uploads

Upload the required plans and documents with your application. Click the link below depending on the project scope.

Plan and Document Submittal Requirements:

[Projects with Notification](#)

[Minor Projects](#)

[Maintenance Projects](#)

Upload your files.

Major_Checklist_2022 Checked.pdf

pylogicwacspecsheet_wsw26712bz_Page_1.jpg

648831~dtl.jpg

14730 Northwoods Garage 10-05-2023 TDASO.pdf

Owner's Declaration

The owner is exclusively responsible for any changes to the original approved application and agrees to submit any changes to the ASC for approval prior to execution. It is the owner's obligation to keep their property safe, tidy and free of dangerous conditions so that the TDA, ASC, its agents, employees and independent contractors may enter and work on the property, if necessary, without risk of harm or injury. By acknowledging this application, the owner is warranting that the subject property is safe and free of dangerous conditions. The owner understands that to initiate construction the owner or their authorized representative must receive verbal confirmation of application approval from the Community Standards Office.

Tree Protection Agreement

The owner understands that nothing may be attached in any way to any tree, including electrical poles, permits, house numbers, structures, swings, signs of any type, play structures, etc. If a violation of this policy occurs, the owner understands that the owner will be held responsible and fines may be imposed for each offense.

Inspection Agreement

At the time of the final inspection all construction debris related to the project must be removed from the property and the property's five-digit address numbers must be visible from the street.

Any project that requires a site plan will have a full property inspection under the Homeowner Inspection Program at the time of the site inspection. If any deferred maintenance items remain per the Minimum

EXHIBIT A

Maintenance Standards, the owner will have one year to address from the time of the final inspection.

Owner's Permit Issuance Statement

Should questions arise during this project the owner or their authorized representative will consult with the Community Standards Office for clarification. By acknowledging this form, the owner agrees that the information provided with this application is complete and accurate and that the owner has read and understands the Architectural Standards Rules and is willing to take full responsibility for their actions and the actions of their authorized representative(s) and contractor(s).

The owner is thoroughly familiar with the plans and exterior specifications that were submitted, and is aware they are responsible for all changes made to these plans and exterior specifications either by their authorized representative, their contractor or by themselves. The owner understands that any alterations to the originally submitted and approved plans including changes to approved exterior specifications made without prior approval from the ASC through a revision (with updated plans and updated exterior specifications) may result in fines and be subject to corrective action.

Signature of Applicant

Relationship to Owner

Owner

Example: Contractor, Architect, Engineer, Design Professional, Family Representative

Stacy C Jackson

Date

10/6/2023

VARIANCE REQUEST APPLICATION CHECKLIST



1. Complete the **Variance Request Application** form with owner(s) acknowledgement. (See Page 2 of this Document) *This will be mailed to all owners in the 500' radius Neighbor Notification.*
2. (Optional) Attach a one-page letter with any additional information regarding the variance request if more space is needed on the Variance Request Application form. *This will also be mailed to all owners in the Neighbor Notification.*
3. The owner will be invoiced **\$2.00 per letter mailed** in the neighbor notification due prior to ASC meeting.
4. To view the rules regarding Variances, please see section XII. (pg. 20) Variances in the ASO Rules, Procedures, and Restrictions for Land Use.
<https://www.tahoedonner.com/members/homeowner-guidelines/architectural-standards/architectural-standards-rules-procedures-and-restrictions-for-land-use/>

Variance Request Application



Unit: 4 Lot: 312 T D Address: 14730 Northwoods Boulevard

Owner's Name: Keith and Stacy Jackson

Application is hereby made to the Architectural Standards Committee (ASC) under the terms of Article V, Section 8, of the Tahoe Donner declaration of Covenants and Restriction for a variance to ASC Rules and Regulations.

The variance requested is described as follows:

16" encroachment of roof eave overhang into 20' recreational easement

The variance is necessary to overcome practical difficulties and prevent unnecessary hardships for the following reasons:

Proposed project is to construct a garage, as the subject property and residence are without a garage. In order to construct a functional garage for the client's needs, and given the location of the existing residence on the subject property in conjunction with the constraints of the building setbacks, it is necessary to place the southern most wall of the proposed garage directly on the edge of the 20' recreation easement. The resulting design, being appropriate for the vernacular and respecting the existing aesthetics, will require a roof overhang of 16-18" that will "encroach" into the recreation easement the amount of the roof overhang.

The variance will not be materially detrimental to the adjacent properties or to the environment of the development for the following reasons:

The proposed design will not be materially detrimental to the adjacent properties, as the closest existing structure to the south is approximately 23 to 24-1/2 feet away. The proposed project is designed to integrate seamlessly with the existing residence, and should present itself in final form as though it was built at the same time as the original structure - respecting both the vernacular and desired mountain aesthetic that will blend harmoniously with its surroundings, thus benefitting both the subject property as well as the neighboring properties.

Attach any exhibits or other information the owner feels are necessary to justify this application. All owners within a 500' radius of the applicant's property will be notified of this variance application and of the date of the scheduled ASC hearing. All costs incurred by the ASC in providing this variance procedure will be borne by the applicant and must be reimbursed prior to the said hearing.

Owner's Name: Stacy Jackson

Date: October 10, 2023



Owner's Acknowledgement

ASO Staff Only:

ASC Meeting Date: _____@_____

☐ **Variance Approved by ASC**

☐ **Variance Disapproved by ASC**

EXHIBIT A

Exception Request

The Architectural Standards Committee (ASC) is authorized to consider requests for exceptions to specific rules and regulations outside the variance process as provided for in the Covenants and Restrictions Article VI, section 2, and the Architectural Standards Rules, Procedures and Restrictions for Land Use.

- Side Setback Exception to First Five Feet of Setback: These are special considerations when improvements encroach, or are proposed to encroach into the zone located from 5 to 10 feet from the side property line, including but not limited to roof eaves, landscaping, etc. The test for such exceptions will be whether the “necessary (reasons) to accommodate special circumstances which would otherwise lead to burdensome costs to the Owner.” Such exceptions will be determined on a case-by-case basis, and an exception for one property will not bear precedent for any other property.
- Exceptions in the ASC rules and regulations: Requests for exceptions to architectural elements of the structure such as siding, roof metal edges, etc. The test for such exceptions will be overall design and practicality as well as cost.

Application is hereby made to the Architectural Standards Committee (ASC) for an exception as follows:

Unit: 4 Lot: 312 TD Address: 14730 Northwoods Boulevard

Owner's Name: Keith and Stacy Jackson

The exception requested is described below (name rule and requested outcome, ie. “eaves 8 feet from side property line”, “landscaping 6 feet from side property line”; “driveway turnout 5 feet from side property line”):
Eaves 8'-8"± from property line

Describe the basis of reasoning for exception to be considered. Reason(s) shall follow the requirements for a variance (practical difficulties, unnecessary expense and/or unnecessary hardship):

Proposed project is to construct a garage, as the subject property and residence are without a garage. In order to construct a functional garage for the client's needs, and given the location of the existing residence on the subject property in conjunction with the constraints of the building setbacks, it is necessary to place the southern most wall of the proposed garage directly on the edge of the 20' recreation easement. The resulting design, being appropriate for the vernacular and respecting the existing aesthetics, will require a roof overhang of 16-18" that will "encroach" into the recreation easement the amount of the roof overhang.

The exception will not be materially detrimental to the adjacent properties nor to the environment of the development for the following reasons:

The proposed design will not be materially detrimental to the adjacent properties, as the closest existing structure to the south is approximately 23 to 24-1/2 feet away. The proposed project is designed to integrate seamlessly with the existing residence, and should present itself in final form as though it was built at the same time as the original structure - respecting both the vernacular and desired mountain aesthetic that will blend harmoniously with its surroundings, thus benefitting both the subject property as well as the neighboring properties.

(You may attach any exhibits or other information the owner feels are necessary to justify this application)

Owner's Signature or Owner's Agent October 13, 2023
Date

Meeting Date: _____ @ _____ Exception Granted _____