GLENSHIRE DEVONSHIRE
RESIDENTS ASSOCIATION
15726 GLENSHIRE DR
TRUCKEE, CA 96161

To Protect & Enhance the Quality of Life & Property in Glenshire Devonshire

2026 Design Review Committee Application Instructions

1. **Complete and submit the application:**
   Note: *Submission deadline dates on DRC Meeting Chart (Attached).* Remember to include:
   - Indicate the date of Design Review Committee (DRC) meeting that you prefer.
   - Include color photos. (Photos can be submitted separately.)
   - Include your property's survey information; to avoid property boundary litigation, owners are responsible for locating the survey markers of their lot.
   - If you don't submit your application back to DRC within 3 months please request a new application.

2. **Line out your project by the time you submit your application:**
   - Once you submit your application, a pre-inspection will be conducted on your property so we may have a clear visual of your project location. You are not required to be present at pre-inspection. During this pre-inspection, or any other inspections throughout the design review process, pictures may be taken.
   - Your project must be lined out so your neighbors have 10 days to inspect your project location and plans.

3. **Once we confirm your application is complete, we will:**
   - Email you a confirmation of acceptance.
   - Invoice your account for the DRC Application**.** *You may pay by check (by dropping off in the mail box located to the left of the main entrance to the Clubhouse, not regular mail) or through your GDRA Owner Portal. Payment must be received no later than one week prior to your preferred meeting date for your project to be added to the agenda and reviewed by the committee.*
   - Send a Notice of Intent to your neighbors adjacent and across from your property.

4. **Join the meeting (you are welcome to join but not required to):**
   - DRC meetings are scheduled the 2nd and 4th Tuesday of each month Apr-Nov, and the 2nd Tuesday of each month Dec-Mar at *7:30 am* (subject to change).
   - Meetings are currently held virtually over Google Meet.
   - If you wish to join the meeting virtually, please email us a request at least one day before the meeting to designreview@glenshiredevonshire.com.

5. **Upon completion of your project:**
   - It is your obligation to contact the Association office for the final inspection, and provided there are no infractions, the deposit will be refunded.

If you have any questions, feel free to contact designreview@glenshiredevonshire.com or 530.587.6202. Thank you for requesting a Design Review application!

Table 3-3 Town of Truckee
REQUIRED SETBACKS RESIDENTIAL ACCESSORY AND STRUCTURES

Structure	Type of Setback (1)	Required Setback (2)
Air Conditioning equipment, pool and spa equipment Ground based antennas	*Side and rear*	5 ft
Garage	*Front, Street side*	1 ft and 20 ft from edge of street pavement
Gazebo, Greenhouse, patio cover	*Front, street side* *Rear* *Interior(3)*	15ft 15ft single family 10 ft for multi family dwelling 6 ft
Propane Tank	*Front, Street side* *Sides and rear*	As required for main structure 0 ft (4)
Stationary BBQ, fire pit	*Sides and rear*	5 ft
Swimming pool, spa, fish pond outdoor play equipment	*Street* *Sides Rear*	As required for main structure. 5 ft
Other structures greater than 120 sqft	*Front, sides, rear street side*	As required for main structure
Structures less than 120 sqft and greater then 6 ft in height (most shed)	*Front, Street side* *Sides and rear*	As required for main structure. 5 ft
Structures less than 120 sqft and greater then 6 ft in height not covered in this section	*Front, street side, sides, rear*	0 ft

Notes:
(1) When a setback is not specified, the setback shall be as required for the main structure. Where a parcel is situated so that the front, side or rear property lines are not readily determinable, required setbacks shall be established by the Director.
(2) A structure, projection or equipment shall not be placed or occur beyond the property lines of the subject parcel.
(3) Chapter 18.220 (Definitions, Glossary) for the definition of interior setback.
(4) Propane tanks must comply with the side, rear and interior setback requirements of the Town Building Code and the Truckee Fire Protection District

GLENSHIRE/DEVONSHIRE RESIDENTS' ASSOCIATION, INC.

DESIGN REVIEW COMMITTEE (DRC)
FEE AND COMPLIANCE DEPOSIT SCHEDULE

TYPE OF IMPROVEMENT OR APPLICATION	PLAN/SITE REVIEW FEE	DEPOSIT	TOTAL
House	**$1,500**	**$3,000**	**$4,500**
ADU	**$ 0**	**$0**	**$ 0**
Garage, additions, or other non-habitable structure larger than 120 square feet	**$ 1,000**	**$ 2,000**	**$ 3,000**
Sheds, additions, or other structures up to 120 sq. ft. outside existing house/eave footprint	**$ 300**	**$ 500**	**$ 800**
Fences, earthen berms, new decks, kennels, landscaping entailing equipment grading	**$ 300**	**$ 500**	**$ 800**
Miscellaneous (some examples: painting; new windows, doors, roofs; enclosing area below deck)	**$ 100**	**$ 250**	**$ 350**
Permit extension*	**$ 100**		**$ 100**
Re-Inspections	**$ 125**		**$ 125/visit**
Tree removal (>10" dbh; per application notper tree)	**$ 100**	**$ 250**	**$ 350**
Non-compliant work sites [or Improvementsmade without application for DRC review if required by CC&Rs or Rules?]	**up to $100 per incident**		
Application for variance	**$ 100**	**$ 100**	**$ 200**

NOTE: A single DRC application, or multiple applications submitted for more than one Improvement will be processed under whichever is the highest single fee and deposit that pertain, provided that the complete application(s) fully specifies all of the Improvements together, and that the site markings for all can be reviewed by GDRA during a single site visit prior to DRC review, and that all Improvements are completed so that one single final site visit will suffice.

Improvement Fee/Deposit/Permit Extension Policy

Improvement fee includes administration processing, one preliminary site inspection and one final site inspection. Additional onsite inspections will be a $125 charge and deducted from the deposit. In the event of an incomplete application, revision of unapproved application, or Improvement not matching application, GDRA staff or other costs for identification of missing information, inconsistencies with Rules or between application and actual construction, and re-review of addenda will be deducted from the deposit.

*PERMIT EXTENSION: A one-time extension may be granted for one year providing the project has been started. CC&R 5.09 If project has not been started the applicant must resubmit and pay the current administration fee again. The deposit will not be forfeited.

If fines or damages exceed the deposit the property owner is responsible for all additional costs or fines, which if unpaid may be levied, along with other costs to gain compliance, as a Special Individual Assessment (CC&R 4.04). The financial responsibility for all charges and/or fines is not limited to the deposit amount.