



FOREST HEIGHTS HOMEOWNERS ASSOCIATION

Application Received ____/____/____

Check # _____ Amount \$ _____

Lot Number _____

Mail/Deliver submissions to: Forest Heights ARC, 2033 NW Miller Road, Portland, OR 97229 **Email:** ARC@fhhoa.com
Phone: 503.297.9400 **Fax:** 503.297.9408. This Architectural Review Committee of Forest Heights ("ARC" or "Committee"), by and through the undersigned, has considered the application for design approval for improvement on:

TO BE COMPLETED BY APPLICANT:

Submit to FHHOA office before noon on Wednesday preceding a meeting. ARC meets Thursdays at 9 AM on an as-needed basis.

PROPERTY ADDRESS: _____
NAME TO MAIL RESPONSE TO: _____
MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____
HOME # _____ CELL # _____ WORK # _____ E-MAIL: _____
APPLICANT'S SIGNATURE: _____ DATED: _____

TYPE OF REVIEW (CHECK APPLICABLE TYPE):

- A. NEW HOME PLANS** Please submit a **\$1000 fee** with building design application.
- B. HOME ADDITIONS, LANDSCAPE PLANS, SIDING MATERIAL CHANGES.** Please submit **\$200 fee** for each.
- C. REPAINTING WITH IDENTICAL COLORS, PAINT COLOR CHANGES, IRRIGATION SYSTEMS, DECK/PATIO CHANGES, FENCES, WATER FEATURES, SIDEWALKS, SHEDS, TRELISES, GAZEBOS, LANDSCAPE LIGHTING, RETAINING WALLS, ROOF MATERIAL CHANGE, DRIVEWAYS, WALKWAYS:** Please submit **\$100 fee** for first item, **\$50 fee** for each additional item, **maximum \$200 fee.** (No fee for repainting with identical colors).
- D. TREE REMOVAL/REPLACEMENT, MINOR PLANT MATERIAL CHANGES:** Contact Association office for submission requirements and fees.
- E. RESUBMISSIONS, REVISIONS OR CHANGES:** Contact Association office for submission requirements and fees.

Plans and review fee must be submitted and application must receive FINAL approval before construction can begin.

Your Application for _____ is **APPROVED** as submitted. One copy will be retained for the permanent records of the Committee and one will be returned to the applicant with this memorandum. All construction must be completed in accordance with the approved plans. **Any change or deviation from these plans must receive Committee approval.**

Your Application for _____ is **SUBJECT TO** completion of items noted below or on the attached forms. Required drawings must be completed and submitted to the Committee by the due dates indicated. Required changes must be submitted to the committee within one month of receipt of this Memorandum. Project must receive approval before work starts.

[See attached addendum]

Your Application for _____ is **DENIED** for the following reasons:

[See attached addendum]

You may request an additional review of the project. The purpose of this second review is to discuss specific objections and any mitigating circumstances that may justify a change in the Committee's decision. If the Committee confirms its previous decision, you may appeal to the Board of Directors.

Your Application for _____ is **INCOMPLETE.**

[See attached addendum]

For the ARC:

Susan Corbett, Chair

Review Date

The Architectural Review Committee has reviewed the submitted plans for compliance with the Declaration of Protective Covenants, Conditions, and Restrictions for Forest Heights and the Design Guidelines and Construction Regulations established by the Declarant. The scope of the Architectural Review Committee's review does not include any review or analysis of structural, geophysical, engineering or similar considerations, nor the improvement's compliance with applicable building, zoning or land use codes or regulations, the responsibility for all of which belongs to the Applicant and the Owner.

The following information is required with your application.

Drawings should be submitted in a 22" x 34" format, with a copy in an 11" x 17" format

APPLICATION TYPE	New Construction	Landscape	Structure Modifications/Additions	Due Date
REQUIRED MATERIALS				
Site plan drawings, including driveway with topographic and e-zones (if any), including 2' contours	X	X	X	With Application
Floor plan drawings	X		X	With Application
Drawings of all four elevations showing existing and finished grades with 2' contours	X		X	With Application
Tree removal drawings showing final grading with 2' contours	X	X		With Application
Roofing and siding material specifications, including product name and color, if applicable	X		X	With Application
Drawings of plans and elevations of all decks drawn to a commonly used scale (1/4" = 1'0")	X		X	At least 4 weeks prior to construction
Exterior lighting and fixture plan	X		X	Within 1 month of move in and at least 2 weeks prior to installation.
Exterior color and veneer samples with manufacturer, product name and number. If changing paint colors, paint a 4' x4' section of the body color and samples of all accent/trim colors on the front of home prior to submitting application	X		X	At least 4 weeks prior to application of material
LANDSCAPE				
Landscape and planting plans, with all specifications requested on landscape plan checklist. Submit check list with plans.	X	X		Complete front and backyard plans 1 month prior to move in and at least 4 weeks prior to installation.
Fences, walls, gazebos, screens, water features, with elevations	X	X		At least 4 weeks prior to construction
ARC fee	X	X	X	With Application

All plans must be approved by the Architectural Review committee (ARC) and receive FINAL APPROVAL prior to beginning construction or installation. After final approval, any changes must be approved by the ARC.

Remember: All drawings must be submitted in a 22" x 34" format with a copy in an 11" x 17" format, including the written and graphic scale, and must list the lot and block numbers, and the name, address, and telephone number of the contact person. If drawings are faxed, or scanned and emailed to the Committee, a hard copy must be provided within three days for the permanent records. Plans must include the name of the preparer.