

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. PAINT COLOR CHANGES/REPAINTING, IRRIGATION SYSTEMS, DECK/PATIO CHANGES, FENCES, WATER FEATURES, SIDEWALKS, SHEDS, TRELLISES, GAZEBOS, RETAINING WALLS, ROOF MATERIAL CHANGE, DRIVEWAYS, WALKWAYS:** Please submit **\$100 fee** for first item, **\$50 fee** for each additional item, **maximum \$200 fee.**
- 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]
- Your Application for _____ is **INCOMPLETE.**
 _____ [See attached addendum]

For the ARC:

 Patrick Brown, Chairman

 Review Date

**The following information is required with your application.
Drawings should be submitted on 11” x 17” size paper.**

APPLICATION TYPE	New Construction	Landscape	Structure Modifications/Additions	Due Date
<u>REQUIRED MATERIALS</u>				
Site plan drawings, including driveway with topographic and e-zones (if any).	X	X	X	With Application
Floor plan drawings	X		X	With Application
Drawings of all four elevations showing finished grade	X		X	With Application
Tree removal drawings showing final grading	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	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. Digital photo of front of home if repainting in new color	X		X	At least 4 weeks prior to application of material
<u>LANDSCAPE</u>				
Plant layout plans, including plant list, with quantities and sizes	X	X		1 month prior to move in and at least 2 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 on 11” x 17” paper, include the 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.