**Deliver the completed form (page 2) along with any additional verbiage, drawings, pictures and information to:**

**Association Management Services, NW**

**Mail:** 16520 SW Upper Boones Ferry Road, Suite 250, Portland, OR 97224

**Fax:** 503-598-0554

**Email:** ArborRidge@ams-nw.com

**Please describe all the changes you propose to make to your property.**

* **Incomplete applications will be rejected, and you will need to resubmit.**
* Include a scale drawing(s) with top (plan) and side (elevation) views as necessary to clearly establish locations and elevations of any structures.
* Include existing structures and boundaries where necessary to indicate relative location.
* Include dimensions of structures if appropriate.
* Include materials and plant types being used if appropriate.
* Include color(s) and include color samples if appropriate.
* Include contractor bid details if appropriate.

**Submit at least** **30 days Prior to planned work.**

* To avoid any delay in the Architectural Review, please include all the information needed to make a decision. You may attach additional information such as drawings, contracts and/or pictures to help the review process. The more information provided the better.
* The Architectural Review 10-day period starts only once ALL required information is received by the ARC to review the application.
* **Home additions require official plans and permits.**
	+ A presentation at a Board Meeting will be required with full architectural plans and your contractor.
	+ A 60-day advance submission is required to schedule a meeting, followed by a 30-day review period after the presentation.
	+ You will need to arrange a meeting with our [Management Company](https://www.arborridgeonline.com/contacts/managementcompany/).

*Approval granted by the Board and ARC does not constitute approval for any County, City, State, or local legal requirements, permits, or regulatory compliance. It is the homeowner’s sole responsibility to investigate and adhere to all applicable laws and regulations within their jurisdiction. The Board and ARC assume no responsibility for the construction or work undertaken by the homeowner. The homeowner accepts full liability and is responsible for ensuring compliance with all local laws.*

* The Architectural Review process will only approve requests based on the association’s [Governing Documents](https://www.arborridgeonline.com/forms/) & [Community Standards](https://www.arborridgeonline.com/standards/). Exterior improvements or modifications require approval by the Architectural Review process.
* Homeowners should contact any affected local government or jurisdiction to ensure all requirements are met prior to submitting this form and commencing any work.
* Requests will not be approved that encroach upon common property ([tract areas](https://www.arborridgeonline.com/community/common-areas/)) or neighboring lots.
* Homeowners need to ensure that any improvements do not alter the current drainage, divert water, or impact a neighboring lot or common property with modifications proposed.
* Proposed work must be completed within six (6) months of your Estimated Completion Date.
* If not completed, you will need to submit a new application.
* Any changes to your original project from what you provide on this form must be submitted as a new application for review.
* Homeowners are responsible for maintaining a clean work/construction site. This includes all contractors, and their construction work is your responsibility.
* A single contractor advertisement/sign is allowed on the property during work construction only and must be removed upon completion.
	+ Review the [Signage Resolution](http://www.arborridgeonline.com/documents/Sign-Resolution.pdf) on the Arbor Ridge website.

*Please print neatly all information or electronically fill out this document.*

*Only This Page Needs to be Submitted from this Document.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission Date** |  | **Estimated Completion Date** (within 6 months) |  |

|  |  |
| --- | --- |
| **Homeowner Name** |  |
| **Lot Number** |  |
| **Street Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

|  |
| --- |
| **Project Description and Considerations****Providing** as much detail as possible will speed up the review of your application, **including** as needed drawings, designs, contracts and/or pictures, to help process your review. Including all the material needed will prevent delays in processing your review.**\*Home addition** – Official plans and permits are required with a presentation at a Board Meeting. Submission of 60 days in advance is required and review after presentation may take up to 30 days to complete. You will need to arrange a meeting with the board through our Management Office when you submit this form. |
|  |
| **Check all items below impacted by this Architectural Request** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Install** | **Replace** |  | **Install** | **Replace** |  |
|[ ] [ ]  Roof / Gutters / Siding / Solar System |[ ] [ ]  Fence |
|[ ] [ ]  Exterior Painting (Posts, Trim, Siding) |[ ] [ ]  Fence Staining (no Paint) |
|[ ] [ ]  Sidewalk / Driveway |[ ] [ ]  Retaining Wall |
|[ ] [ ]  Garage Door |[ ] [ ]  Deck / Arbor / Trellis |
|[ ] [ ]  Door (Standard, Patio or Screen Exterior) |[ ] [ ]  Concrete Patio / Pavers |
|[ ] [ ]  Windows |[ ] [ ]  Patio Cover / Awnings |
|[ ] [ ]  Lighting (Exterior) |[ ] [ ]  Air Conditioner (Central Air or Portable) |
|[ ] [ ]  Irrigation |[ ] [ ]  Satellite / Antenna |
|[ ] [ ]  Landscaping |[ ] [ ]  Hot Tub / Sauna / Pool (Above or Below) |
|[ ] [ ]  Street Tree (if removed it must be replaced) |[ ] [ ]  Shed / Play Structure |
|[ ] [ ]  Other Request (Describe in detail) |
|[ ]  **Will there be construction materials, a dumpster, a trailer, or a porta potty on-site? (check if yes)** |

**General guidelines to aid in the review of your request**

Please review the [Arbor Ridge Community Standards](https://www.arborridgeonline.com/standards/) on the Arbor Ridge website for up-to-date information. The information below may be helpful for your request but may not be up to date.

All work completed on your property should not encroach upon setbacks or easements of neighboring homes or common areas within the community. Should access to these areas be required for maintenance or other work, the homeowner encroaching onto the area will be held responsible for associated expenses.

**Exterior Paint** – Colors common to, and appropriate for, the neighborhood is typically approved. Fluorescent colors, “bright” colors, or colors not appropriate for the neighborhood will not be approved. You must include all details in this application.

* Review the Resolution on the website: [Exterior Colors Resolution](http://www.arborridgeonline.com/documents/ARHA-Exterior-Colors-Resolution-2014-01.pdf)

**Roofing** – Colors and Materials must be composite shingles (asphalt) Gray, Black or similar color that are professionally installed and at least a 25-year warranty. Wood, Tile and Metal Roofing will not be approved. You must include all details in this application.

**Basketball hoops** – These are discouraged since we have two adjacent community parks. The current policy is to allow goals placed in a driveway so that it would remain on the homeowner’s driveway. Hoops will not be approved at or near a curb where it would be in the street or on a sidewalk. You must include a sketch of the location with this application.

* Review the Resolution on the web site: [Basketball Hoop Resolution](http://www.arborridgeonline.com/documents/Basketball-Hoop-2012-01.pdf)

**Satellite Antennas** – Satellite antennas common for TV or Internet and similar services are allowed but must be positioned so that their visibility from the street and other lots is minimized. You must include all details in this application.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Sheds** – Size restriction may be imposed. Colors should match existing craftsman style house paint and roofing to match existing house as close as possible. Structure cannot violate any setbacks or easements to prevent any future maintenance in these areas. You must include all the details in this application.

* *Include a copy of your lot showing all setbacks and easements with the footprint of the structure.*

**Fencing** – Good Neighbor Cedar Fencing (2 styles see Community Standards web page) with a top cap is the standard for the community and is stained in natural colors are only approved. Bright colors or colors that are not appropriate for the neighborhood will not be approved. Must not violate any setbacks or easements. You must include all the details in this application.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Patios & Decks** – Design and materials are needed. Note Washington County may require a permit if the deck height and size is in their scope, please make sure to check if you need a permit. Must not violate any setbacks or easements. You must include all the details in this application.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Patio & Deck Covers** – Design and materials are needed. If painted, the colors should match the house or be stained with natural wood tones or left natural. Roofing to match house roofing materials. The homeowner is responsible for all safety and drainage issues. Must not violate any setbacks or easements. You must include all the details in this application.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*

**Garage Conversions** – Not allowed. Permanent garage conversions may have a negative impact on the resale value and time-on-market of neighboring homes.

* *The CCR’s require your Garage Space to be available as a place to park your vehicle(s).*

**Home Additions** – Completed addition should look like it was always part of the original construction. Materials and colors should match the original construction. Homeowners are responsible for all government building permit and building code requirements. Must not violate any setbacks or easements. You must include all the details in this application.

* *Include a copy of your lot showing all setbacks and easements with the footprint plotted.*