



## Architectural Review Application Form

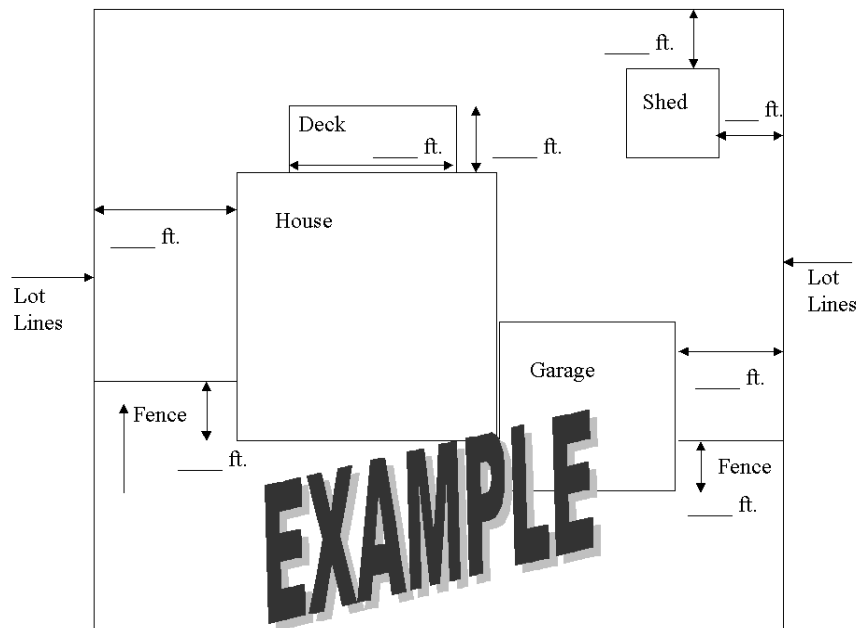
Some necessary regulations have been incorporated into the Association's Covenants, Conditions, and Restrictions (CC&Rs) to protect the harmony and tranquility of the community. In addition, these rules help maintain the curb appeal, which helps to enhance property values. As a member, it will be your obligation to comply with all of the documents for your community.

As a reminder to new members, the Architectural Review Committee (ARC) must approve any exterior improvements (including back yard renovations and satellite dishes), prior to commencement of work. Additional forms are available at [www.managementtrust.com](http://www.managementtrust.com).

### **PLEASE FOLLOW THE INSTRUCTIONS BELOW**

- Application:** Please complete the attached application.
- Description of the project(s):** This will need to include a complete description of the materials to be used and the finished dimensions. Also include a color description and sample if your project includes painting/staining.
- Site Plan (see example below):** This will need to include but is not limited to, location of project(s), dimensions, distances in conjunction with other items on the Lot, and setbacks from the Lot line. Refer to the attached FAQ sheet to determine what information will need to be included.
- Submit:** You can mail, fax, or email the completed application, along with any additional items. If being sent by way of email, the available programs are Microsoft Word, Microsoft Publisher, Corel Word Perfect, and Adobe Acrobat.

### **EXAMPLE SHED, FENCE, AND DECK PROJECT.**



# Community: 1487 Oakhurst at Witch Hazel Village Homeowners' Association Inc

**TO AVOID DELAY, PLEASE BE SURE TO ENTER YOUR COMMUNITY NAME IN THE SPACE GIVEN ABOVE**

Architectural Review Application Form

c/o The Management Trust

P.O. Box 23099 Tigard, OR 97281-3099

PHONE: (503) 670-8111 FAX: (503) 670-0775 E-MAIL: OregonInfo@managementtrust.com

Date Submitted \_\_\_\_\_

Applicant Name \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot # \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Modification Type  Landscape  Construction  Other: \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

**Detailed description of proposed work →  
(attach additional page(s) as needed)**

★ Please include, along with this application, a simple footprint drawing of where the work will be located on your lot in relation to your lot lines and home. The attached Information Sheet provides additional reference for the information you will need to include for your project. If you plan to build any structures, please SHOW THE DESIGN of the structure and LIST THE TYPES OF MATERIALS you plan to use, as well as the COLOR TO BE APPLIED.

★ Note that all construction and installation of any improvements must comply with local, state, and federal building and land use regulations. Compliance with these regulations is the responsibility of the homeowner. This review and approval is not a review, nor an approval, for compliance with any local, state, or federal building or land use regulations.

★ Building, electrical, or plumbing permits may be required. The determination of the necessity of any permits is the responsibility of the homeowner. Obtaining any necessary permits is the responsibility of the homeowner.

★ Changes to the proposed plan necessitated by permits or compliance with local, state, or federal building or land use laws are subject to additional review by the Architectural Review Committee (ARC).

★ Please submit this application to The Management Trust prior to beginning your project. Please check your Association's Documents to find out the exact time frame the Board/Committee has to make their decision on your application. The ARC will do all it can to have your application reviewed in a timely manner so as not to impede the timely completion of your project.

*Homeowner – please do not write below this line*

<b>Architectural Review Decision</b>		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/conditions	<input type="checkbox"/> Disapproved
<b>Comments or Conditions to Approval:</b>		
<b>SIGNATURE:</b> _____		<b>DATE:</b> _____



## **Information Needed for Common Types of ARC Requests**

### **Deck/Patio/Hardscape**

- Dimensions, height off the ground
- Material
- Stain/Color
- Location – drawing
- City/County permits (depends on height off the ground)

### **Fence**

- Height
- Material
- Stain/Color
- Style (good neighbor, etc.)
- Set back from front of house
- Location – drawing

### **Painting**

- Paint name/code
- Where each color will be located (body, trim, accent, etc.)

*Note: application may be necessary even if using same paint colors*

### **Pond**

- Dimensions
- Material
- Liner
- Setbacks from property line
- Location – drawing
- Drainage Plan
- Pump – (self-contained)

### **Retaining Wall**

- Height, length
- Drainage – French drain
- Material
- Location – drawing
- City/County Permits: Height determines if permit is needed. Some documents/counties might require permits for shorter heights

### **Satellite dishes**

- Exact location
  - On roof (recommend on eaves, could lose warranty if mounted on roof)
  - Siding, how far off the ground (preferred on fascia, less damage to siding)

### **Shed/Patio Cover/Pergola/etc.**

- Dimensions (including height)
- Material of siding and roof
- Setbacks from property line
- Location – drawing
- Color of shed

### **Solar Panels**

- Location
- Quantity
- Any information provided by the installer