

**Jackson School Homeowners Association
Architectural Review Application**

Application needs to be returned by mail to JSHOA % CMI, 2105 SE 9th Avenue, Portland, OR 97214.
Applications may also be emailed to ashleyd@communitymgmt.com

**Before you dig call Oregon 811 or
https://or.itic.occinc.com/cgi-bin/or_imenu_server.fcgi**

TO BE COMPLETED BY THE HOMEOWNER:

Home Information			
LOT# _____			
Property Address: _____			
Resident Name: _____			
Mailing Address: _____		City _____	State _____ Zip _____
Phone Number _____		Email _____	
I have informed all neighbors who may be directly impacted of my plans: _____ (initials)			
Applicant Signature _____		Date _____	

Project Duration	
Anticipated Start Date _____	Anticipated Completion Date _____
<i>*Preferred project duration is 30 days or less. If your project will require longer, please explain the need for more time below.</i>	

Notification of Placement of Temporary Structures Associated With Proposed Project	
To assist in CC&R enforcement, it is helpful to know what, if any, temporary structures may be placed on your property during part of or the duration of your project. Please indicate if you are anticipating the TEMPORARY placement of any of the following:	
_____ Chemical Toilet/Porta Potty _____	Dumpster _____ POD _____ Other: _____
Reason for placement of identified structures: _____	

Failure to complete your project in the stated time frame will effectively withdraw your application. You will need to reapply.

All ARC Applications will require "Before" and "After" images.

ALL Architectural Review Applications must include:

- Detailed description** of the proposed changes to your property **PLUS pictures of the area as it looks today.**
- Color visualization** of the installation, printed on white 8 1/2 x 11 or 11 x 17 paper or emailed with application
- Construction drawings to scale for the proposed installation.**
 - The exact location of the proposed changes must be noted as well as the current locations.
 - Professional drawings for changes that affect the roofline or extend the home are **required.**
 - Please include dimensions of the backyard property and relevant surrounding features.
- A **site map**, showing the orientation of the home in relation to other properties. This site map can be created from a web-based application such as Google Maps.
- For structures that create increased hard-scape, please **identify drainage or water runoff plans.**
- Provide **exact materials list** with sizes and samples (if possible)
- For additional structures such as play sets, please submit the **manufacturer's requirements for extended setback requirements.**

*The sections below will guide you to provide the information must commonly requested by the Architectural Review Committee (ARC) in making their recommendation to the JSHOA Board or Directors. Along with this information, please **provide any information you feel will aid the ARC in making their recommendation.** You may be asked to provide additional information to the ARC as a part of their decision making process.*

Request to Expedite ARC Application

ARC Applications received by noon on the 2nd Wednesday of each month will be reviewed by the ARC and then presented to the Board of Directors at the monthly meeting to be held on the 3rd Wednesday at 6:30 pm.

Should circumstances for your project require an expedited response, all efforts will be made to present your completed ARC application to the Board of Directors for final approval as soon as possible. Please use the space below to explain the need for your application to be expedited and the timeframe desired.

Response for ARC requested no later than: _____ (date/time)

Describe why an expedited process is needed: _____

Complete all sections that pertain to your project.

Landscape/Addition of Hardscape

Please include images to show current landscaping! Front yard design and plants must be in harmony with the Northwest Oregon environment and the overall neighborhood. (ARC Policy 3.11.3)

Describe proposed changes in front landscaping/addition of hardscape: _____

Describe what, if any, drainage issues may be created with this change and how such issues will be mitigated: _____

Have you consulted a Professional Engineer or other such professional in regards to potential drainage issues? _____

Please include copies of any communication that is pertinent to the ARC's review of your project.

Tree Removal

Describe current location of tree(s) to be removed: _____

What will replace the tree? _____

*NOTE: If the tree to be removed is a part of the streetscape, permits may be required. **Homeowner** will contact the City of Hillsboro Planning Department (planning_dept@hillsboro-oregon.gov or 503-681-6153) to inquire about required permits. Please include copies of any communication that is pertinent to the ARC's review of your project.*

Solar Panels

Describe the proposed solar system. Include the type of panel, profile of panel, and orientation to the roof when installed (parallel to the roof is preferred): _____

Patio/Deck Covers, Retractable Awnings and Shade Canopies

NOTE: Temporary free standing canopies in good condition are permitted May 1 to October 31 without ARC review

Describe the material and color of the proposed cover or canopy: _____

Length: _____ Width: _____ Height (measured from the ground): _____

If attached to a structure, describe how the cover, awning, or shade canopy will be attached: _____

Describe the proposed location of the cover, awning, or shade canopy: _____

Permanent window awnings, patio / deck covers, retractable awnings, or shade arbors must be of similar style, material, color and construction as existing property structures and visually fit the property and neighborhood.

Fencing and Walls

Is the proposed new/replacement fence along Harewood or on Estate across from Jackson Elementary? _____ YES
**must be a 6 foot fence with 6-inch boards facing the street with a 2x4 cap (ARC Policy 3.2.6)*

Fence material:

_____ wood _____ vinyl _____ black chain link ***only permitted on properties backing to the natural areas in Tract K.*

Retaining Wall material: _____ rock _____ concrete _____ brick/block

Height: _____ ***"front yard fencing" maximum height is 3ft / Hillsboro maximum fence height is 6 ft 2 in*

Describe the fence and/or gate including color, design/style, and location: _____

NOTE: Must be harmony with existing fences, walls, or gates. "Good Neighbor" fencing is especially favored.

Describe **setback from sidewalk** for front yard fencing and retaining walls (2 ft minimum):

While planning your project, please review the [City of Hillsboro General Fence Regulations](#) (July 2015). When in doubt, contact the Planning Department (planning_dept@hillsboro-oregon.gov or 503-681-6153) for clarification on specific points. Please include copies of any communication that is pertinent to the ARC's review of your project.

Shed/Outbuilding

Length: _____ Width: _____ Height (at highest point measured from the ground): _____

Describe the foundation (i.e. poured cement, floating, etc): _____

Describe the **roof** material and color: _____

Is this similar to the roofing material on your home? _____ YES _____ NO

Describe the **siding** material and color. This MUST MATCH the siding and color of your home: _____

Describe the location of windows, if any, in relation to neighboring properties: _____

Describe the anticipated use of the shed/outbuilding: _____

Describe planned setbacks for the shed/outbuilding from property lines: _____

***setbacks are not standard throughout JSHOA. Each **homeowner** will contact the City of Hillsboro Planning Department (planning_dept@hillsboro-oregon.gov or 503-681-6153) to have minimum setbacks determined for their lot in relation to a proposed project. Please include copies of any communication regarding your lot setbacks with your application.*

What are the minimum required setbacks for your lot as determined by the City of Hillsboro?: _____

NOTE: Only one outbuilding allowed per unit (ARC Policy 3.1.8)

Decks and Gazebos

Length: _____ Width: _____ Height (at highest point measured from the ground): _____

Use this space to describe irregular dimensions if needed: _____

Describe the location, materials, and general design of the deck or gazebo: _____

Describe any measures to be taken to avoid possible drainage issues: _____

Homeowner will contact the City of Hillsboro Planning Department (planning_dept@hillsboro-oregon.gov or 503-681-6153) to inquire about required setbacks and permits. Please include copies of any communication that is pertinent to the ARC's review of your project.

All Other

A DETAILED description of the proposed change to your property:

ARC Response

- Your application is Approved as submitted. One copy will be retained for the permanent records of the Committee. ALL CONSTRUCTION MUST BE COMPLETED in accordance with the approved plans. Any change or deviation from these plans must receive Committee approval. Completion is to be completed by _____.

- Your application 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.

- Your application is DENIED for the following reasons:

- Your application is INCOMPLETE.

For the Arc:

Committee Member

Review Date

The Architectural Review Committee has reviewed the submitted plans for compliance with the Protective Covenants, Conditions, and Restrictions for Jackson School HOA as well as the ARC Guidelines. The review does not include analysis of structural, 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 Owner.

Homeowner ARC Approved Project Completion Form

Complete this form once your ARC approved project is completed. This allows the ARC to close our tracking process and to create a record of your approved and completed home changes.

You must include pictures showing the finished project and all applicable features (setbacks, color, material, location,etc).

Home Information

LOT# _____

Property Address: _____

By signing below I am confirming that I have completed the ARC approved project as described on my application.

Signature _____ Date _____

Image Release

I will permit the Jackson School HOA Board of Directors and/or management company, CMI, to use images provided of my approved project in publications, social media, e-newsletters, and the like. _____ YES _____ NO

Signature _____ Date _____

Thank you for helping to keep Jackson School HOA one of Hillsboro's most desirable neighborhoods.