Altamont Homeowners Association
C/O Superior Community Management Company
P. O. Box 4585 Tualatin, OR 97062
Tel: (503) 684-1832; Fax: (503) 684-1834
Email: info@superiorcommunity.com

Architectural Submittal Checklist:

☐ Application
  Please complete attached application.

☐ Description of 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.

☐ 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, Works, Publisher, Publisher and Adobe Acrobat.

EXAMPLE SHED, FENCE AND DECK PROJECT
SUPERIOR COMMUNITY MANAGEMENT
Architectural Review Application Form
c/o Superior Community Management
P. O. Box 4585 Tualatin, Oregon 97062
Tel: (503) 684-1832; Fax: (503) 684-1834
Email: info@superiorcommunity.com

ALTAMONT HOMEOWNERS ASSOCIATION

Date Submitted: ________________________________

Applicant Name: _______________________________________

Address: ______________________________________________

Lot/Unit #: __________________________ Day Phone: _______ Fax: _______

Email: ________________________________________________

Owner Approval:
Owners must sign off on ARC if the home/unit is rented: _______ Date: _______

Check Box for Modification Type: ☐ Construction ☐ Landscape ☐ Painting ☐ Other:

Estimated Start Date: ___/___/____ Completion Date: ___/___/____

Modification Description/Information:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

• Please include along with this application, a simple footprint drawing of where the work will be located on your lot/unit in relation to your lot lines and home. If you plan to build any structures, please list the types of materials you plan to use, as well as the finish colors to be applied, and show the design of the structure.

• Note: all construction and installation of any improvements shall 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 Superior Community Management 30 days prior to beginning your project. 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.

YOUR PROJECT CANNOT BEGIN UNTIL YOU RECEIVE WRITTEN CONFIRMATION OF APPROVAL.

Homeowner – do not write below this line.

Architectural Review Decision

☐ Approved ☐ Approved with/Conditions ☐ Disapproved

Comments or Conditions to Approval:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature: ____________________________ Date: ____________________________