

## Definition of terms

ARC- Architectural Review Committee

HOA-Home Owner's Association

RRHOA-River Ranch Home Owner's Association

DC&Rs-Declarations, conditions and restrictions

### Instructions for the Architectural Review Application

1. Download forms from [www.RiverRanchHomeowners.com](http://www.RiverRanchHomeowners.com) or request a packet from the RRHOA Secretary
2. Refer to the RRHOA DC&Rs as a guide to stay in compliance with the building requirements and restrictions of River Ranch.
3. Fill out the one page Architectural Review Form, placing the term not applicable (NA) on any line that does not apply to your project.
4. Submit the architectural review form along with any applicable site plan, building elevation sheet and paint chips to the RRHOA Secretary.
5. The ARC will meet and make a determination on your project within 30 days of submission.

### Architectural Review Frequently Asked Questions:

**Q:** If Clatsop County has issued a building permit do I still need ARC approval?

**A:** Yes. Although River Ranch uses many of the same criteria as the county building department the goal of the ARC is to make certain that all members of the RRHOA are protected from construction that may be detrimental to the memberships view or their house values. By purchasing a property in River Ranch you have agreed to become a part of the community and abide by the rules laid out in the bylaws and the DC&Rs. It is the responsibility of ARC to enforce those rules regardless of any county decision that has been made.

**Q:** If the ARC has determined my plans are acceptable, do I still need approval from the county?

**A:** Yes. All building permits and county requirements are still applicable.

**Q:** When **do** I need to get ARC approval?

**A:** ARC approval is needed for construction of any permanent structure, including: New construction, additions, all fences and walls, decks, porches and patios, outbuildings, such as a garage or a shed.

**Q:** When **don't** I need to get ARC approval?

**A:** Approval is not needed for such things as plantings, gardens and flag poles. When in doubt, contact the ARC or the RRHOA Secretary and ask.

*Note: View protection is vital for any project. Please reference the DC&Rs section VI for further details!*

**Q:** What is included in the ARC packet?

**A:** The ARC packet includes:

1. Definition of terms
2. Instructions for the Architectural Review Application
3. Architectural Review frequently asked questions
4. Architectural review committee guidelines
5. Architectural Review application
6. Plot plan
7. The RRHOA DC&Rs

**Q:** How do I get the ARC packet?

**A:** Visit [www.RiverRanchHomeowners.com](http://www.RiverRanchHomeowners.com) and download all required forms or request the packet from the RRHOA Secretary.

**Q:** Who do I contact with questions regarding the ARC form?

**A:** For questions regarding the ARC process and forms contact the RRHOA or one of the ARC members.

**RIVER RANCH HOMEOWNERS' ASSOCIATION**  
**Architectural Review Committee Guidelines**

Note: Proposed construction and land use of both private and common property<sup>1</sup> must comply with all relevant provisions of the Declarations, Conditions and Restrictions issued to lot owners, including the following interpretations:

1. The 16 foot height limit specified for building in Blocks 1 and 2 is to be measured from prevailing or common grade level to the highest roof peak, as scaled in your blue print elevations.
2. Setbacks should be measured from property lines and shown on the submitted copy of the site plan. Note: All standard county setbacks must be observed, except: Blocks 1 & 2 must maintain a 10 foot side setback for all structures including out buildings, covered decks, porches or other view obstructions and must not extend further than 120 feet beyond the street.
3. After contacting the owner, if necessary, the ARC and/or the Board of Governors has the authority to access the property in question for the sole purpose of verifying measurements ensuring setbacks and height requirements are followed.
4. Approval assumes that the color of the exterior paint or stain will be in accordance with the subdued tones of the other houses in the subdivision, both initially and subsequent repainting. Paint chips will be provided as part of the ARC application for any new construction or new colors of existing construction. Repainting of an existing, approved color, does not need ARC approval.
5. Fences, walls, architectural enhancements and planting of shrubs and trees should be carefully planned and controlled to minimize view obstruction.
6. Overnight camping on unimproved lots is not permitted, including the use of campers, travel trailers, motor homes, tents or other recreational vehicles. However, RV's may be used to oversee the building process with a temporary use permit, but only after the start of construction. Construction is considered to have begun: after County Permit approval, River Ranch Architectural Review approval, water and utilities temporaries are functional and actual construction has commenced. Appropriate sanitary facilities must be on site.
7. No overnight camping is permitted on common areas.
8. Approval is contingent upon completion of all necessary steps in the purchase of the property, obtaining of construction permits, and payment of all fees due to the Association.
9. Prior to final approval by the ARC and prior to notification to the applicant modifying their property, a courtesy letter will be sent to all River Ranch Homeowners Association members notifying them of the proposed modification. Members may submit their comments to the ARC or RRHOA Secretary within 7 days.
10. Any changes made to a project after ARC approval must be re-submitted to the ARC for review.

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<sup>1</sup> To include common property: approved 3/18/2017 by a vote of the membership.

**ARCITECTURAL REVIEW APPLICATION**

Application Date: \_\_\_\_\_ Date to begin Project: \_\_\_\_\_

Name(s): \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Block # \_\_\_\_\_ Lot# \_\_\_\_\_

Style of Residence: \_\_\_\_\_ Square Ft: \_\_\_\_\_ No. of Levels: \_\_\_\_\_

Type of Addition: \_\_\_\_\_ Color of Siding: \_\_\_\_\_ Color of Trim: \_\_\_\_\_

Type of Roofing: \_\_\_\_\_ Color: \_\_\_\_\_ Garage: Attached\_\_ Detached\_\_ 1-Car\_\_ 2-Car\_\_ 3-Car\_\_

Carport 1-Car\_\_ 2-Car\_\_ 3-Car\_\_ Deck(s): Location(s) \_\_\_\_\_ Covered \_\_ Uncovered\_\_

Outbuildings: Location(s) \_\_\_\_\_ Description/Purpose \_\_\_\_\_

Fences: Location(s) \_\_\_\_\_ Type \_\_\_\_\_ Height \_\_\_\_\_

Paint color(s) \_\_\_\_\_

Does this project require a building permit from Clatsop County? Yes\_\_ No\_\_

\_\_\_\_ I have received and read the full ARC application packet including: FAQ, Guidelines, DC&Rs, Instructions, plot plan and application.

\_\_\_\_ If applicable I have included a detailed site map and a building plan elevation sheet.

\_\_\_\_ If applicable I have included paint chips.

\_\_\_\_ I understand I can appeal any decision made by the ARC to the River Ranch Board of Governors.

\_\_\_\_ During any phase of the construction if the ARC or RRHOA Board determines that pre approved plans are being violated and will require additional ARC approval, or that building height or setback requirements exceed RRHOA guidelines; work will cease immediately. Any monetary or legal costs incurred by the RRHOA member(s) to bring the project into compliance with RRHOA will be the responsibility of those same RRHOA member(s).

\_\_\_\_ I acknowledge and understand that no construction of buildings or changes to the property in question can be started until the application for construction is approved by the ARC. I also understand that if documents and information required to be provided to ARC for approval are not complete, accurate and timely in submission; the application process will be placed in abeyance until such time as the information is provided to the satisfaction of ARC. I further acknowledge that I am the owner of the property in question or that I am authorized to make these declarations for the owner(s)

Signature (s) \_\_\_\_\_ Date: \_\_\_\_\_

Signature and date of application receipt, to be signed by the RRHOA secretary or ARC representative:

Application received: Date \_\_\_\_\_

By \_\_\_\_\_

This application is valid for one year and must be resubmitted for review if construction has not commenced within one year.

## PLOT PLAN

- Sketch the appropriate structure to scale
- Draw property lines and all existing structures on the property
- Include driveways and accessory structures
- Include a North Arrow
- Provide accurate distances from proposed structures to all property lines

