

Staff Only: Initials _____
Paid: _____ Date _____
Permit # _____ ACC# _____

**Bella Vista ACC Application for Miscellaneous Improvements**

Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

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

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Description of Improvement \_\_\_\_\_

**Any improvements that change/maintain the outward appearance of a residence/property require a permit. See ACC Policy & Procedure Manual or ACC Permit Guidelines for details ([www.BVACC.com](http://www.BVACC.com)).**

**Application Requirements:** Submit applications with a plot plan showing the exact location of the improvement (to scale), exact dimensions, and a drawing and/or a picture of the project with detailed specifications (drawings are to be on 11 x 17 size paper or less), color samples of all materials used, and a picture of the house.

**Review Procedures:** Applications reviewed **may require additional documents.** Applications must be approved by ACC's full committee unless otherwise stated at the time of submittal. Tours and meetings are held once a month. A schedule of tour and meeting dates are available upon request. Projects **shall not** begin without approval of the ACC.

ALL NEW CONSTRUCTION MUST MATCH PRE-EXISTING CONSTRUCTION IN REGARD TO COLOR, MATERIALS, AND AESTHETIC APPEAL (**SEE ACC PERMIT GUIDELINES**). ALL IMPROVEMENTS MUST REMAIN WITHIN THE SETBACKS OF THE PROPERTY LOT LINES UNLESS OTHERWISE APPROVED.

**Permit Fees:**

**Miscellaneous Repairs**.....\$75

Examples: reroof, repainting, siding, etc.

**Miscellaneous Improvements**.....\$75

Examples: fences/screening, deck additions/repairs/replace, secondary driveways, seawalls, retaining walls, carports, garages, sheds, docks, and additions/alterations to increase *heated floor space* (under 120 sq. ft.).

**Addition of heated footage**:.....\$250

Any addition of 120 sq. ft. or larger of *heated floor space*.

When turning a carport into heated floor space and adding a carport or garage.

When adding an accessory structure such as shed, garage, carport, boathouse, or covered dock (400 sq. ft. or larger).

**Permit Extensions:**

New residential/new commercial (90 days).....\$50

Miscellaneous (90 days).....\$25

**Signs**.....\$25

NO REFUNDS

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**Declaration:** In the event that any construction is begun or commenced prior to receiving the approval of the ACC, appropriate action can be taken in Chancery Court to enjoin and stop further construction, under the general provisions of Article XV, Section 3 of the Declaration and Protective Covenants. **If construction has begun prior to obtaining a building permit, the permit fee will be double.**

The ACC will not be responsible for the workmanship, safety, quality, or conformity with contractual agreements. This matter is between the property owner and the contractor.

**Disclaimer:** If any portion of improvement encroaches in the easement and the easement is ever needed at a later date for the purpose it is intended, the owner will be responsible for the removal at the owner's expense.

**PROPERTY OWNER'S INITIALS:** \_\_\_\_\_

**The Property Owner is reminded to check references and to verify that proper insurances and licenses are in effect to cover project and injuries.**

**PROPERTY OWNER'S INITIALS:** \_\_\_\_\_

**Acceptance:** The ACC has reviewed this application, and project is approved, subject to the following requirements:

I certify that the above, together with attached plans and/or specifications, constitute a true description of the proposed project, and that the location on the site will be in accordance herein.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACC Administrator's Signature

\_\_\_\_\_  
Date

Revised August 2017