

Bella Vista Architectural Control Committee

Residential and Commercial Building Application

www.bvacc.com

Staff Only: Initials _____

Paid: _____ Date _____

Permit # _____ ACC# _____

PERMIT DETAILS

New Construction Address _____

Lot(s) _____ Block _____ Subdivision _____ Parcel _____

Building Type: Single Family Residential Commercial Other: _____

Color Scheme to be used -- provide manufacturer name and color name of products:

Roof: _____ Gutters/Downspouts: _____

Siding: _____ Garage Door: _____

Stone/Brick: _____ Windows/Shutters: _____

Trim/Soffit/Fascia: _____ Other: _____

Septic Sewer Heated Square Feet: _____ # of Bedrooms: _____

Is an Easement Release Needed? (*Building over or utilities going through the Easement?*) Yes No

OWNER INFORMATION

Owner(s) Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

Primary Phone: _____ Email: _____

PRIMARY CONTACT INFORMATION

** OWNER IS STILL SOLEY RESPONSIBLE FOR THEIR PROPERTY, EVEN WHEN A REPRESENTATIVE IS ACTING ON THEIR BEHALF.*

Business Name: _____

Primary Contact: _____

Mailing Address: _____

Phone: _____ Email: _____

FEE INFORMATION

FEE: \$ 500.00 Residential \$1000.00 Commercial *Initial Permits expire 12 months from Issue Date.*

If project is not completed within the 12 months, a 90-day extension will be required prior to the permit expiration.
Extension Fee: \$50.00 (maximum 2 extensions)

NO REFUNDS

If any project is started before an application has been submitted and the permit has been paid for and issued, an additional fee will be assessed. Refer to the ACC Policy and Procedures Manual.

If your application has been approved and is not paid for and picked up within 30 days of approval, your application will be voided.

ACKNOWLEDGEMENTS

* *The Architectural Control Committee shall not be responsible for the workmanship, safety, quality, or conformity to contractual specifications of any permitted project. This matter is between the owner and contractor.*

Application Checklist

All applications are reviewed on a case-by-case basis and additional documents may be required.

*** HAND DRAWN PLANS OR SUBMISSIONS OVER (11"X17") WILL NOT BE ACCEPTED.**

- Fill out, sign, and date the application.
- Fill out, sign, date, and have the Indemnity Agreement notarized.

Provide the following with the application:

- One copy (11" x 17") of the survey/plat, drawn to scale and which meets the requirements set in the ACC survey/plat checklist. This includes: the AR Health Department Signature and/or Village Waste Water's stamped approval. **All required information must be on one copy of the survey/plat.**
- If on Septic - One copy of the AR Dept of Health Septic Approval, signed.
- One set of house plans (11" x 17") to include: four exterior elevations (front, rear, and sides) that shows where all requested exterior materials will be used/located, floor plan, and roof plan (top view).
- Color Scheme Sheet to include: manufacturer name, and color name and picture of color to be used for all exterior materials. *Actual samples may be required.*
- One copy of the Builder's Risk insurance policy from the property owner equal to the value of the project that includes: legal description, address of property, and dates of coverage.
- Proof of financial ability from the property owner in the form of an **original signed** letter from the financial institution with reference to the property OR a copy of the loan agreement to include: legal description/address of property, effective date of loan, and dollar amount of loan.
- One copy of Worker's Comp Insurance (as applicable).

I certify that the above, together with attached survey/plat, construction plans, materials and color descriptions, constitutes a true description of the proposed building and accessory construction and that the location on the site of all items of construction will be in accordance with these documents. I further certify that I have read and understand the Acknowledgements described and adhere to the rules and guidelines specified.

Property Owner or Designated Representative's Signature

Date

ACC Administrator's Signature

Date of Approval

STAFF NOTE: This application and construction is approved, subject to the following changes or additions:

Bella Vista Architectural Control Committee
Survey/Plat Checklist

General

1. All information required by this checklist is to be on one survey/plat.
2. All survey/plats are to meet the Arkansas Standards of Practice for Property Boundary Surveys and Plats.
3. Survey/Plats are to be on 11x17 size paper.
4. Scale (1" = 20' or 1" = 30'), North Arrow, and completed legend.
5. Title Block to include: Owner's/Builder's name, lot(s)#, Block #, Subdivision name, Parcel ID, and date of survey.
6. Revisions: dated and described, if applicable.
7. Provide stamp & contact information for the licensed surveyor preparing the survey.
8. Bearings and distances of all lot/property lines -- No overlays.
9. Define property corners (SIP, FIP, POT, etc.).
10. Show temporary benchmark and elevation.
11. Topographic lines at a maximum 24" intervals and identify elevations.
12. Identify adjoining lots by lot numbers.
13. Identify adjoining properties (common property, reserved, lakes, golf courses, etc.).
14. Name of road(s) and define street edge with dimension from property line to street edge.
15. Identify and dimension all building setbacks (platted/recorded, city ordinance/requirements, etc.)
16. Identify and dimension platted/recorded utility and drainage easements.
17. Identify and dimension platted/recorded screening easements, as applicable.
18. Show and note floodplain information and reference FEMA FIRM panel number(s).
19. Indicate all EXISTING utilities (power poles, guy wires, phone boxes, hydrants, culverts, retaining walls, meters, etc.)
20. Indicate all PROPOSED utilities (power poles, guy wires, phone boxes, hydrants, culverts, retaining walls, meters, etc.)
21. Indicate all EXISTING structures on the property with dimensions (structures, driveways, sidewalks, seawalls, retaining walls, fences, etc.)
22. Indicate all PROPOSED structures on the property with dimensions (structures, driveways, patios, decks, sidewalks, seawalls, retaining walls, fences, etc.)
23. Locate proposed residence/building to scale, dimensions, and dimensions from corners to lot lines.
24. Indicate any encroachments from other properties.
25. Indicate proposed finished floor elevation of the residence/building and the number of bedrooms.
26. Notes, as needed.

Lots required to have septic: include the following along with items 1-26 above.

1. AR Dept of Health statement of approvals, date and signature of Health Dept Authorized Agent.
2. Locate soil pit/s.
3. Locate proposed septic tank, size, and material.
4. Locate proposed septic system and include: lines with dimension length, d-box, inspection ports, etc.
5. Locate proposed clean out and line from residence/building to septic tank.
6. Notes, as needed.

Lots required to have sewer: include the following along with items 1-26 above.

1. Locate the proposed sewer system (include the line from the home to the pump to the main system, etc).
2. Village Waste Water's statement of approval and include signature and date of authorized agent.
3. Notes, as needed.

Lake lots: include the following along with items 1-26 above.

1. Name of lake property is on.
2. Identify water line in relation to lot line.
3. Indicate any existing seawalls with materials and dimensions.