

Bella Vista Architectural Control Committee (ACC)
Miscellaneous Improvements Application

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

PRIMARY CONTACT: OWNER CONTRACTOR

PROJECT INFORMATION

Address _____

Lot(s) _____ Block _____ Subdivision _____ Parcel _____

Description of Improvement: _____

Colors to be used for exterior upgrades -- provide manufacturer name and color name of products as applicable:

Roof: _____ Siding: _____

Trim: _____ Fence: _____

Other: _____

** Painting permits will require a paint chip or sample before approval.*

OWNER INFORMATION (address not required if the same as above)

Owner Name: _____ Phone # _____

Mailing Address: _____ City _____ State _____ Zip _____

CONTRACTOR INFORMATION

Contractor/Company Name: _____ State License # _____

Mailing Address: _____ City _____ State _____ Zip _____

Primary Contact: _____

Primary Phone: _____ Email: _____

FEE INFORMATION

Permit Fees:

Miscellaneous Repair/Improvements.....\$75

Examples: reroof, repainting, siding, fences/screening, deck additions/repairs/replace, concrete driveways, seawalls, retaining walls, carports, garages, sheds, docks, and any additions/alterations to increase *heated floor space* up to 120 sq. ft.

Large Scale Miscellaneous Improvements.....\$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

**NO REFUNDS
PLEASE REVIEW CAREFULLY**

Any improvements that change/maintain the outward appearance of a residence/property require a permit. See ACC Policy & Procedure Manual for details (www.BVACC.com).

Application Requirements: Submit applications with a plot plan indicating 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 name/manufacturer of all materials used, and a picture of the residence (as applicable).

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 Policy & Procedure Manual). ALL IMPROVEMENTS MUST REMAIN WITHIN THE SETBACKS OF THE PROPERTY LOT LINES UNLESS OTHERWISE APPROVED.

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

I have been given the opportunity to review the ACC's Architectural Design Standards and I certify that I understand the applicable standards stated therein for the permit I am applying for.

PROPERTY OWNER'S or DESIGNATED REPRESENTATIVE 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 or Designated Representative's Signature

Date

ACC Administrator's Signature

Date