

Bella Vista Architectural Control Committee

Changes to an Approved Permit

www.bvacc.com

Staff Only: Initials: _____ Date Submitted: _____ ACC#: _____ Permit #: _____ Payment: _____

Property Information

Property Address: _____

Lot(s) _____ Block _____ Subdivision _____ Parcel #(s) _____

Owner Information

Owner's Name: _____

Mailing Address: _____

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:

An application to make changes to an approved permit has been submitted prior to any changes made on the property _____ **No Charge**

ACC notified the owner/primary contact that changes have been made without proper approvals. An equivalent permit fee will be assessed according to Ch. 3 fees. Any unapproved changes made will have to be brought into compliance at the owner's expense.

Description of changes: _____

Application Checklist

- Fill out, sign, and date the application.

- Has there been any changes to the location, size, and/or any additions to the project?
 - NO YES If yes, please provide an updated copy (11" x 17") of the survey, to scale, indicating any changes or additions.

- Has the design changed for this project?
 - NO YES If yes, provide one updated set of construction plans (11" x 17") to include: four exterior elevations (front, rear, and sides) and floor plan with dimensions.

- Have the materials and/or color preferences changed for this project?
 - NO YES If yes, provide an updated Color Sheet to include: manufacturer name, color name and picture of color to be used for all exterior materials. **Actual samples may be required.**

- Other Changes:

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's or Representative's Signature

Date

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

ACC Administrator's Signature

Date of Approval

ACC COLOR SHEET

PROPERTY ADDRESS _____

All new construction applications and change requests must include this sheet or the application will not be accepted

Insert below a clear photo/snips of each material being used with accurate details of what will be used and where. <i>Please use n/a below for details that don't apply to this house</i>		M – Manufacture name C – Color name L – Location of material		
Roof	Primary:		Accent:	
		M –		M -
		C –		C -
		L –		L -
Body of the house	Brick:		Stone:	
		M –		M -
		C –		C -
		L –		L -
	Primary:		Secondary:	
		M –		M -
		C –		C -
		L –		L -
	Accent:		Other:	
		M –		M -
		C –		C -
		L –		L -
Trim:	Soffit/Fascia:		Window trim:	
		M –		M -
		C –		C -
		L –		L -
	Deck:		Garage Door:	
	Decking	Railing		M -
	M -	M -		C -
	C -	C -		L -

Additional notes:

**An example color sheet is available on the ACC website www.bvacc.com and in the office at 626 W Lancashire Blvd.*