

**Bella Vista Architectural Control Committee**  
Residential and Commercial Building Application

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

PRIMARY CONTACT:  OWNER  CONTRACTOR

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**PROJECT INFORMATION**

New Construction Address \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel \_\_\_\_\_

Building Type:  Single Family Residential  Commercial  Other: \_\_\_\_\_

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

Roof: \_\_\_\_\_ Trim/Soffit/Fascia: \_\_\_\_\_  
Siding: \_\_\_\_\_ Garage Door: \_\_\_\_\_  
Stone/Brick: \_\_\_\_\_ Windows: \_\_\_\_\_  
Gutters/Downspouts: \_\_\_\_\_ Shutters/Other: \_\_\_\_\_

Septic  Sewer (Must Provide Water Department and/or Village Waste Water approved Plot Plan)

Heated Square Feet: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ Easement Release Needed?  Yes  No

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**OWNER INFORMATION**

Owner Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**CONTRACTOR INFORMATION**

Contractor/Company Name: \_\_\_\_\_ State License # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**FEE INFORMATION**

**FEE:** \$ 500.00 Residential \$1000.00 Commercial *Permits expire 6 months from Issue Date.*  
If more time is needed you can apply for a 90 extension before the expiration of your permit for an additional fee.

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**NO REFUNDS**

**Acknowledgements**

**\*IF ANY PROJECT IS STARTED BEFORE AN APPLICATION IS SUBMITTED AND A PERMIT IS ISSUED, THE FEE WILL BE DOUBLED. \***

See ACC Policy and Procedure Manual – [www.BVACC.com](http://www.BVACC.com)

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

### **Application Checklist**

**\* 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.

**Along with the application, the applicant will need to provide the following:**

- One (11" x 17") copy of the plot plan (to scale) to include house foot print, septic design (if applicable), all setbacks and easements. – *See plot plan checklist for requirements.*

- One copy of the plot plan that has been approved (stamped) by the water department. *IF SEWER, it should also be signed by a designated representative from Village Waste Water.*

- If Septic - One copy of the current Arkansas Department of Health Septic Application with signatures.

- One copy of Worker's Comp Insurance (as applicable).

- One copy of the builder's risk insurance from the property owner equal to the value of the home with legal description, inclusive dates of coverage, and valuation of insured project.

- Proof of financial ability from the property owner in the form of original letter from the financial institution or copy of the loan agreement to include legal description/address of property, effective date of financial ability, and dollar amount of project/loan.

- One (11" x 17" **only**) set of house plans to include four detailed exterior elevations (front, rear, and sides).

- Color samples with manufacturer name(s) and color name(s) for exterior products to be used for the project (see page 1). This can be printed on a sheet of paper or if submitted electronically must be in PDF format.

I certify that the above, together with attached site plans, construction plans and materials and color descriptions, constitutes a true description of the proposed building and accessory construction and 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

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

Bella Vista Architectural Control Committee, Inc.  
Plot Plan Checklist

<b>General:</b>	
	11" x 17" size paper
	Scale (1" = 20' or 1' = 30')
	Title block
	Date
	Builder's/Owner's name
	Legal description with lot, block, subdivision
	Revisions: dated and described
	Legend to identify symbols, etc.
	North indicator
	Bearings and distances of all lot/property lines--No Google Maps overlay
	Define property corners (SIP, FIP, & POT etc. and note size, type & inscriptions)
	Locate proposed residence/building to scale and dimension
	Dimensions from all lot lines to corners of residence/building
	Identify adjoining lots by lot number
	Indicate structures on adjoining lots (no obstruction of view)
	Identify adjoining properties (golf courses, lake, common property, etc.)
	Show proposed driveways, patios, decks, sidewalks, etc.
	Name of road(s) and label right-of-way width
	Identify and dimension all building setback lines (with separate line style for platted/recorded and city ordinance/required setback lines)
	Identify platted/recorded screening easements (with separate line style)
	Identify platted/recorded utility and drainage easements (with separate line style)
	Indicate proposed finish floor elevations; basement if applicable
	Identify existing and/or proposed seawalls on all lake lots

Bella Vista Architectural Control Committee, Inc.  
Plot Plan Checklist

	Show water meter service location
	Indicate existing power poles, guy wires, telephone boxes, fire hydrants, culverts, major outcroppings, flumes, ditch plugs, retaining walls, water lines, etc.
	Surveyor's seal and certification stamp
	List Benton County parcel number
	Show and note floodplain information and reference FEMA FIRM panel number(s)
<b>For Septic Lots:</b> include the following along with items 1 thru 29	
	Topographic lines at maximum of 24" intervals and identify elevations
	Locate soil pit test hole(s)
	Show results of soil pit
	Statement of approvals, date and signature of authorized agent (health department), Designated Representative (if applicable)
	Location and size of septic tank with riser
	Locate diversion berm, if applicable
	Locate hillside box
	Locate sand filter, if applicable
	Locate lateral lines with inspection ports, size, length and depth. Indicate sand line, gravel-less pipe, etc.
	Detail sand lined trench, if applicable
	Sewage disposal system notes
	loading rate in gallons per sq. ft. per dose, diameter of pipe, etc.
	Show temporary benchmark and elevation
<b>For Sewer Lots:</b> include the following along with items 1 thru 29	
	Indicate and locate sewer pump and line to main sewer system, if applicable
	Statement of approvals, date, and signature of authorized agent for Bella Vista Water Department and Village Waste Water (if applicable)

**Note: All surveys are to meet the Arkansas standards of practice for property boundary surveys and plats.**

INDEMNITY AGREEMENT

Whereas, \_\_\_\_\_  
PROPERTY OWNER'S NAME

Of \_\_\_\_\_  
PROPERTY OWNER'S CURRENT ADDRESS

has (have) made application and received approval for the construction of a dwelling on Lot \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ Subdivision, Bella Vista Village, and  
Whereas, Section 10 of the Protective Covenants of the Declarations of Covenants and Restrictions filed in the Office of the Circuit Clerk of Benton County, Arkansas, on May 18, 1965, and appearing in Deed Record 373, Page 8, et seq., provides the contractor, builder, person, or entity, constructing a building upon the property, shall furnish the ACC proof that a suitable completion bond has been made to ensure completion of the building and indemnify the Owner against material's lien: and

Whereas, property owner desires a waiver from the ACC from such provisions due to the fact that property owner is financially able to fully satisfy all material or mechanics' lien and  
Whereas, property owner has specifically requested waiver of such requirement for completion bond due to the fact that property owner has exhibited financial ability, and has stated his willingness to undertake such construction without the added expense of completion bond;

Now, THEREFORE, in consideration of the ACC granting a waiver permitting the construction to be made without requirement of a completion of performance bond as set in Section 10 of the Protective Covenants, property owner agrees to indemnify and cause to be satisfied any and all material and all mechanics' liens which may be filed against the said Architectural Control Committee for its failure to require performance or completion bond, and further agrees to defend and hold harmless the said ACC in any Lawsuit filed by any one asserting a material or mechanics' lien in connection with the construction of the building on said property.

In Witness Whereof. The undersigned hereunto puts his (their) hand and seal, and hereby binds his (their) heirs, executors, administrators, successors, and assigns  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

ACKNOWLEDGEMENTS

State of Arkansas )

ss:

County of )

On this \_\_\_\_ day of \_\_\_\_\_, in the 20\_\_\_\_, before me \_\_\_\_\_,  
DAY MONTH YEAR NOTARY PUBLIC NAME

A notary public, personally appeared \_\_\_\_\_,  
NAME OF DOCUMENT SIGNER

Proved on the basis of satisfactory evidence to be the person(s) whose name(s) (is/are) subscribed to this instrument, and acknowledged (he/she/they) executed the same. Witness my haven and official seal.

S  
E  
A  
L

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires: