

## Miscellaneous Repair/Improvements Application

[www.bvacc.com](http://www.bvacc.com)

Staff Only: Initials \_\_\_\_\_ Date Submitted: \_\_\_\_\_ ACC#: \_\_\_\_\_ Permit #: \_\_\_\_\_ Payment: \_\_\_\_\_

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### Property Information

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

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

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### Owner Information

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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### Primary Contact Information

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

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

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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### Project Details

Description of Improvements: \_\_\_\_\_

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### Application Requirements

Any improvements that change, maintain, or alter the outward appearance of a residence/property requires a permit.  
Refer to the ACC Policy and Procedures Manual.

Fill out, sign, and date the application.

Fill out the Color Scheme Sheet on page 4. Note: actual samples may be required.

#### Provide the following with application:

A survey/plat, to scale, indicating the location of the improvement with dimensions.

A drawing and/or pictures detailing what is to be added/changed, include dimensions and where materials will be used.

A picture of the property to include the front and side of the house and any other improvements on the property.

**Additional information needed, as applicable:**

- If the project consists of 2 properties with improvements on both lots, **but** improvements **do not** cross or encroach on any easements, setbacks, or property lines, then a Covenant 15 form will be required with the application.
- If the project consists of 2 properties with improvements **crossing** the property line, the application will be sent to the developer to request an easement release.

**Review Procedures:**

Applications are reviewed on a **case-by-case** basis and must be approved by the ACC's full Committee unless otherwise stated. Meetings are held once a month and schedules are available upon request.

If any project is started before an application has been submitted, an additional fee will be assessed. Refer to the ACC Policy and Procedures Ch. 3 Fees.

**Fee Information:**

<b>Miscellaneous Repair and Improvement Permit:</b> This includes, but not limited to, repaint, reroof, reside, staining, fence/screening, driveway/patio, pools/hot tubs, seawall, retaining wall 30" and above.	<b>\$ 100.00</b>
<b>Improvements up to 200 sq. ft.</b> This includes, but not limited to, decks(repair/replace/add/cover), additions, and accessory structures (carports, garage, shed, dock, covered dock, boat or pool house), and alterations up to 200 sq. ft.	<b>\$ 100.00</b>
<b>Improvements from 201 – 400 sq. ft.</b> This includes, but not limited to, decks(repair/replace/add/cover), additions, and accessory structures (carports, garage, shed, dock, covered dock, boat or pool house), and alterations between 201 – 400 sq. ft.	<b>\$ 150.00</b>
<b>Improvements from 401 – 600 sq. ft.</b> This includes, but not limited to, decks(repair/replace/add/cover), additions, and accessory structures (carports, garage, shed, dock, covered dock, boat or pool house), and alterations between 401 – 600 sq. ft.	<b>\$ 300.00</b>
<b>Improvements from 601 sq. ft. and above</b> This includes, but not limited to, decks(repair/replace/add/cover), additions, and accessory structures (carports, garage, shed, dock, covered dock, boat or pool house), and alterations 601 sq. ft. and above.	<b>\$ 600.00</b>

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**NO REFUNDS**

**Acknowledgements**

All new construction must match pre-existing construction in regard to color, materials, and aesthetic appeal.

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 of said improvement at the owner's expense.

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.

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.

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. I have been given the opportunity to review the Declaration and Protective Covenants and ACC's Policy and Procedures and I understand the applicable standards stated therein for the permit I am applying for.

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Property Owner or Designated Representative's Signature

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Date

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

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ACC Administrator's Signature

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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		
<b>Roof</b>	Primary:		Accent:	
		M –		M -
		C –		C -
		L –		L -
<b>Body of the house</b>	Brick:		Stone:	
		M –		M -
		C –		C -
		L –		L -
	Primary:		Secondary:	
		M –		M -
		C –		C -
		L –		L -
	Accent:		Other:	
		M –		M -
		C –		C -
		L –		L -
<b>Trim:</b>	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](http://www.bvacc.com) and in the office at 626 W Lancashire Blvd.*