

<i>Office use only</i>	
Project #:	_____
Date Received:	_____
Reviewed By:	_____
Fee:	_____ Bond: _____

ACC MAJOR PROJECT REQUEST CHECKLIST

A. Subject Property Information:

Owner/Agent Name: _____

Property Address: _____

Mailing Address (if different): _____

Phone #: _____ Division #: _____ Lot #: _____

B. Proposed project Description (circle those applicable): New home, detached garage/carport, addition, exterior renovation, retaining wall > 3 feet, golf ball screening or other (describe):

C: It is recommended that an appointment be made with Field Operations in the BBVCC management office for guidance prior to starting this checklist. This checklist is completed by either placing a check mark (meaning yes) or N/A (meaning not applicable) next to each step and providing or attaching all requested information. Refer to Birch Bay Village Community Club (BBVCC) **Architectural Rules and Regulations (AR&R)** for specific information. Incomplete or inaccurate paperwork may cause the request to be excluded from the agenda or the project may be denied by the ACC. Any projects that are excluded or denied due to these circumstances may submit their request to be reviewed at the next regularly scheduled ACC meeting. There will be no special meetings called because of incomplete/inaccurate submissions - **NO EXCEPTIONS.**

D: The completed checklist must be received by the BBVCC management office no later than SIX (6) working days (not including Sat, Sun, or holidays) PRIOR to the first Tuesday of the month — **NO EXCEPTIONS.** To be considered complete and in compliance with the six (6) working day requirement a checklist must first:

- Be reviewed by the BBVCC management office.
- Have all BBVCC management office review comments incorporated.
- Have all fees and bonds paid (**see current fee schedule.**)

E: Work cannot commence until the project requested by the checklist is:

- Approved by the ACC.
- A copy of the plans with county building permit, permit stamp or professional engineer stamp as applicable is on file in BBVCC management office.
- Written confirmation of ACC approval is received from the BBVCC manager.

_____ **Initial here indicating you have read and understood all the above instructions.**

Checklist (mark with a check mark or N/A):

1. ____ Rear property line abuts or parallels the Marina, Kwann/Thunderbird Lake, golf course, or "Beaver Pond"/ its upper feeder creek.

2. ____ **New Home Requirements:** Size for new home meets AR&R requirements. Fill in applicable square footage below.
 - a. Single story stick/factory built sq. ft. main floor living space: _____
 - b. Two story stick/factory built sq. ft.: _____
 - (1) Main floor living space: _____
 - (2) Total living space: _____
 - c. Division 7 manufactured/mobile home sq. ft. interior area: _____
 - d. Division 12M manufactured/mobile home sq ft. interior area: _____

Note: Put N/A for Step 3 and go to step 4 for retaining wall, golf ball screening and replacement/exterior renovation of a structure built in compliance with an existing variance or prior AR&R height determination rule **if** the height is not increased.

3. ____ **Survey and Lot Plan:** Lot Plat Survey Map copy. For new home or new structure/exterior renovation > existing dwelling height: Complete the following then put N/A for step 4 and go to step 5:
 - a. Height allowed above road spike: _____
 - b. Height of proposed structure above road spike: _____
 - c. Subtract 'b' from 'a'. If 'b' > 'a' variance is required: _____

4. ____ Two Lot Plat Survey Map copies. For replacement/exterior renovation of structures built in compliance with either an existing variance or prior AR&R height determination rule: Attach proof of the variance or rule.

5. ____ **Construction Plan:** Two construction plan copies.

- a. ____ Construction plan includes 'story pole' showing height of proposed structure and following applicable items:
 - New home or exterior dwelling renovation per step 3 above: (1) Allowed height: (2) Height allowed from Natural Ground Level (or Base Flood Elevation if in 100-year flood plain); (3) Height of finished first floor.
 - Structures with prior approved variance: Approved variance height.
 - Structures with prior AR&R height rule: Allowed height per prior rule.
- b. ____ Plan includes elevation drawings with construction sections, exterior materials and color schemes for all visible exterior surfaces.
- c. ____ Front elevations facing the main street outside of Divisions 7 and 12M consists of a minimum of three (3) planes offset by at least two (2) feet and be a minimum of five (5) feet wide.

6. _____ **Site Plan:** Site plans must be submitted with each application. 8-1/2" x 11" (minimum) site plan with up-to-date referencing of all structures on the lot and the following items as applicable:
- All projects: North arrow compass bearing.
 - All projects: Corner stakes, lot lines and setback distance to proposed and existing structures.
 - When created or changed: Ingress and egress surfaces and their material composition.
 - When created or changed: Storm water disposal and culverts and catch basins.
 - When applicable: Location of non Willow, Cotton and Alder trees 6 inches or more in diameter at 12 inches above ground requiring removal in order to accomplish the project.
 - When a part of the project: Outdoor lighting.
 - New home: Initial landscape ground cover.
 - New home: Propane tank location and screening.

Note: Put N/A for step 7 and 8 for retaining wall and golf ball screening.

7. _____ **Impervious Requirements:** As per AR&R's. For new homes and exterior renovations to existing homes complete a thru e below, for other structures complete a, d and e below.
- a. Square footage of lot. _____
- b. Sq ft. of dwelling, its eves, attached structures and garage/carport. _____
- c. Divide 'b' by 'a'. If result > 35% project is not allowed. _____
- d. Sq ft. of all impervious surfaces. _____
- e. Divide 'd' by 'a'. If result > 50% project is not allowed. _____
8. _____ Site is or will be staked (lot and structure corners) and strung 6 working days prior to ACC meeting on the proposed project.

I attest that the information provided on and with this checklist is complete and accurate. If errors or omissions are identified, I agree and assume responsibility to provide updates for my project documents. I understand that any building exterior/site plan changes must be submitted to the ACC for approval prior to instituting such change. I understand that I am responsible to pay all costs for project document changes, delays in project completion the changes may cause and any additional fees/bonds required.

By submitting this project request, I also give permission to the BBVCC staff, Board of Directors, ACC and other individuals, as may be designated by one of the forgoing to access my property. This access is only for the limited purpose of verifying the information in the proposed project, compliance with the AR&R and monitoring of the project following project approval.

It is my responsibility to comply with AR&R in completion of this project. I understand that failure to comply with the AR&R or deviating from the approved project plan may result in the issuance of a stop work order, cure notice, assessment of fines, forfeiture of bond or other penalties or legal action as the BBVCC Board of Directors determines appropriate. I also understand that I must pay all costs for removal of any material or structure related to unauthorized or noncompliant work and associated project delays.

Owner/ agent signature: _____ Date: _____