

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

## ACC MINOR PROJECT REQUEST CHECKLIST

### A. Subject Property Information:

Owner/Agent Name: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Phone #: \_\_\_\_\_ Division #: \_\_\_\_\_ Lot #: \_\_\_\_\_

### B. Proposed Project Description (as from Item C below or otherwise):

\_\_\_\_\_

\_\_\_\_\_

### C. Projects Covered by this Application:

1. Fences, privacy or wind screens, retaining walls (> 2 feet but ≤ 3 feet), lake bank reinforcement
2. Docks
3. Sheds, gazebo, trellis, pergola, large playground set
4. Flagpoles
5. Culverts/catch basins
6. Deck, exterior stairs or observation platform
7. Driveways
8. Other small projects as may be detailed in submission and be treated as exterior renovations for fee purposes

## D. Application Instructions:

1. This checklist is completed by either placing a check mark (indicating yes) or N/A (indicating not applicable) next to each step and providing or attaching all requested supporting information. All blanks are to be filled with either the pertinent information or 'N/A' where not applicable. Refer to Birch Bay Village Community Club (BBVCC) Architectural Rules and Regulations (AR&R) for specific and detailed information as to requirements and limitations.
2. If there are any questions whatsoever prior to, or during preparation of this application, it is recommended that an appointment be made with the ACC representative at the BBVCC management office for guidance in the completion. 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.**

## E. Application Deadline:

1. A complete Project Application & Checklist meeting all requirements must be received by the BBVCC management office no later than 6 working days (not including Saturday, Sunday, or holidays) prior to the first Tuesday of the month. There are no exceptions to this requirement as the ACC requires the advance notice to enable them to visit site as required prior to the meeting date.
2. To be considered complete and compliant, the checklist and documents must:
  - a) Be reviewed by the BBVCC management office and have all review comments incorporated.
  - b) Have all fees and bonds paid (***see current fee schedule***).
3. The address of the subject property must be clearly visible from the street to facilitate ACC identification and review. Applications where the address is not visible will not be considered at the monthly meeting.
4. An Electronic Submission complete with any relevant document or image files is an acceptable format and can be made prior to final submission for comment and feedback. Submission of color photographs and diagrams is encouraged insofar as providing greater clarity as to what is intended, however aerial digital photos or Google Map aerial photos will not be accepted in lieu of site plan drawings.

## F. Project Commencement:

1. Work cannot commence until the project requested by this application is:
  - a) Approved by the ACC.
  - b) Written confirmation of that approval is received from the BBVCC manager.

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

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

1. \_\_\_\_\_ **Above Ground Structures:** Above ground structure size/height as per AR&R's:
  - Storage shed  $\leq$  144 sq. ft.
  - Dock  $\leq$  6 ft. X 12 ft.
  - Flag pole height  $\leq$  18ft. or  $\leq$  dwelling roof height as applicable.
  - Retaining wall  $>$  2 ft. but  $\leq$  3 ft.
  - Within twenty five (25) foot front setback height  $\leq$  4 ft.
  - Within thirty five (35) foot rear setback height  $\leq$  3 ft. For all properties that rear property line abuts or parallels the Marina, Kwann or Thunderbird Lakes, golf course, or "Beaver Pond" or its upper feeder creek.
  - Height  $\leq$  existing dwelling height or surveyed allowable height.
  - Fence and windscreen type structure height  $\leq$  6 ft. outside 25/35 ft. setbacks.
  
2. \_\_\_\_\_ **Survey and Lot Plan:** Lot Plan Survey Map copy. Required if the project will exceed the existing single family dwelling height or if there is not an existing survey on file.
  
3. \_\_\_\_\_ **Construction Plan:** One construction plan copy.
  - a) \_\_\_\_\_ Plans include above ground structure height and for storage shed, trellis, gazebo, pergola, flag pole not attached to the ground, observation platform and similar structure, height relative to existing dwelling.
  - b) \_\_\_\_\_ Plans include elevation drawings with construction section, exterior materials and color schemes for all visible exterior surfaces.
  
4. \_\_\_\_\_ **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:
  - a) All projects: lot lines and setback distance to proposed and existing structures with all relevant distances fully dimensioned. While site plan for minor projects need to be to scale or in proportion, they do not need to be to a particular scale as in a more detailed construction print.
  - b) All projects: proposed construction highlighted distinctly from existing structures or features
  - c) All projects: North Arrow compass bearing.
  - d) When created or changed: Ingress and egress surfaces and their material composition.
  - e) When created or changed: Storm water disposal and culverts and catch basins.
  - f) When applicable: Location of non-Willow, Cottonwood and Alder trees 6 inches or more in diameter at 12 inches above ground requiring removal in order to accomplish the project.
  - g) When a part of the project: Outdoor lighting.

5. \_\_\_\_\_ **Impervious Requirements:** As per AR&R's complete a) through c) below:

- a) Square footage of lot. \_\_\_\_\_
- b) Square footage of all lot impervious surfaces including proposed project area. \_\_\_\_\_
- c) Divide b by a. If result > 50% project is not permissible. \_\_\_\_\_

**Note:** Step 5 should be marked "N/A" in the case of a dock, culvert/catch basin, fence, vertical, privacy/wind screen structures, flag pole, open top pergola/trellis, retaining wall, lake bank reinforcement and similar structures. The ACC will reserve final determination if an impervious surface calculation is required.

6. \_\_\_\_\_ 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.

\_\_\_\_\_  
**Applicant initials**

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 foregoing, 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: \_\_\_\_\_