

## ACC Project Application - MINOR PROJECT

*Applicant must read relevant Section(s) of BBVCC Architectural Rules & Regulations*

### PROPERTY INFORMATION

Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Project Address: (if different) \_\_\_\_\_  
Phone #: \_\_\_\_\_ Division/Lot# \_\_\_\_\_  
Email Address\*: \_\_\_\_\_

*\*By providing your email address, you are hereby consenting to receiving official communication via email per the Association By-Laws Section 4.78. You may revoke this consent at any time by delivering a written record of the revocation to the Secretary. If you do NOT wish to receive emails, please do not list one here.*

The ACC Committee meets once each month. No special meetings can be requested.  
**Complete applications must be turned in no later than ten (10) days prior to the scheduled ACC meeting.**  
Electronic Copies of Documents & Photos should be submitted via email at [acc@bbvcc.com](mailto:acc@bbvcc.com).

### PROJECT INFORMATION

Please select project(s):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Fence, privacy or wind screen     | <input type="checkbox"/> Retaining wall > 2ft (<3ft) | <input type="checkbox"/> Lake Dock            |
| <input type="checkbox"/> Deck or platform                  | <input type="checkbox"/> Exterior stairs or ramps    | <input type="checkbox"/> Large Playground Set |
| <input type="checkbox"/> Flagpole                          | <input type="checkbox"/> Driveway                    | <input type="checkbox"/> Exterior lighting    |
| <input type="checkbox"/> Other external renovations: _____ |  |   |

Is this project a replacement of existing? Yes  No  *Date originally approved: \_\_\_\_\_ (Office use)*  
**If so, please describe any changes proposed:** None

**Required for submission:** (Documents/Photos can be submitted to the office 8055 Cowichan Rd or email to [acc@bbvcc.com](mailto:acc@bbvcc.com) )

- Site plan** with a North arrow, showing property lines, setback lines, location of existing and proposed structures with clearly marked dimensions and distances between the property lines and other structures.
- Construction plan** showing floor plan dimensions, side elevations, and foundations or anchors.
- Project materials & colors** with a photo or brochure of the proposed structure if possible.
- Photo** of current site conditions where the structure will be located.
- Impervious Surface Calculation** (complete separate Impervious Surface Calculation sheet).
- Application Fee**

**Project site is required to be staked & strung to show location and dimensions of the proposed project six (6) Working Days prior to the scheduled ACC Meeting. ACC Members may inspect the project site without notice.**

### Project Details:

Please describe the project in its entirety, including the above **Required for submission:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved applications are only valid for ONE year. If substantial construction has not started within the year, the approval is withdrawn. Once construction begins, you have 6 months to complete. Extensions MUST be applied for before the timeline expires to avoid penalty.

<i>Office use only</i>	
ARC#:	_____
Date Received:	_____
Meeting Date:	_____
Fee Paid:	_____ Check#: _____

**AGREEMENT & SUBMISSION**

*I attest that the information provided on and with this checklist is complete and accurate. If errors or omissions are identified, I agree & 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 and/or delays in project completion.*

*By submitting this application, I also give permission to the ACC staff, Board of Directors, ACC and other designated individuals to access my property. This access is only for the limited purpose of verifying information in the proposed project, compliance with the Rules and Regulations, and monitoring of the project following approval.*

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

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROJECT APPROVAL**

- Project is approved as submitted.
- Project is approved with the following conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Project is partially approved as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Project is denied per the following:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Project is incomplete & is missing the following pertinent information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACC MEETING DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_