Birch Bay Village Community Club

Office use only
ARC#: _____
Date Received: _____
Meeting Date: _____
Fee Paid: _____ Check#: _____

ACC Project Application - MAJOR PROJECT

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

PROPERTY INFORMATION

Property Owner/Agent 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 the first Tuesday of each month. No special meetings can be requested.
Complete applications must be turned in no later than fifteen (15) days prior to the scheduled ACC Meeting.
Electronic copies of documents and photos should be submitted via contactus@bbvcc.com.
Project sites are required to be staked and strung six (6) working days prior to the scheduled ACC Meeting.

PROJECT INFORMATION

Please select project(s):

☐ New home ☐ Exterior Renovation (increasing size) ☐ Detached garage/carport
☐ Other (describe)_____
_____

It is recommended that an appointment be made with the management office for guidance prior to starting this checklist. Incomplete checklists will be excluded from the agenda.

Required for Submission (please confirm completion by checking each box):

☐ **Whatcom County Permit**. Most major projects require a building permit. Attach permit or application.
☐ **Minimum Dwelling Living Area Requirements** (See AR&R Section 5.2).
Type of home: _____ Living Area:_____(sf)
☐ **Impervious Surface Restrictions** (see AR&R Section 5.1) Attach separate "Impervious Surface Calculation Worksheet".

a. Total Structural Impervious Coverage = _____% (must be less than 35%)
b. Total Lot Impervious Coverage = _____% (must be less than 50%)

☐ **Survey and Site Plans (see AR&R Section 4.2).**

a. Legal survey with corner stakes, lot lines and dimensions, and North arrow compass bearing.
b. Property setback lines and precise locations of all proposed and existing structures.
c. Location of driveway and walkway surfaces including the construction material.
d. Storm water collection and disposal with location and size of culverts and catch basins.
e. Location of trees requiring removal, if 6 inches or more in diameter measured at 54 inches above ground.

☐ **Height Restrictions and Road Spike (See AR&R Section 4.1.2)**

a. Height allowed above road spike: _____
b. Height of proposed structure above road spike: _____ (must be less than a).

☐ **Construction Plans (see AR&R Sections 3.2.1, 5.3, 5.4, 5.7 and 5.8)**

a. Construction plans with elevations including a 'story pole' showing height of road spike and proposed structure.
b. Construction layout plans with room and building dimensions including any attached garage, porch or deck.
c. Elevation plans showing exterior materials and color schemes of all visible exterior surfaces.
d. Front elevations facing the main street (except in Division 7 and 12M) showing of a minimum of three (3) planes, each a minimum of five (5) feet wide and offset by a minimum of two (2) feet.
e. Outdoor lighting, landscaping, and mechanical (heat pump, propane tank, etc.) locations and screening.

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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: _____