Birch Bay Village Community Club

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

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 fifteen (15) days prior to the scheduled ACC meeting.
Electronic Copies of Documents & Photos should be submitted via email at acc@bbvcc.com.

PROJECT INFORMATION

Please select project(s):

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

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)

- ☐ **Site plan** with a North arrow, showing property lines, setback lines, location of existing and proposed structures with clearly marked dimensions and distances betwe3en 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.

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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: _____