Birch Bay Village Community Club

Office use only
ARC#: _____
Date Received: _____
Meeting Date: _____

ACC Project Application – Sheds, Gazebos & Pergolas

Applicant must read BBVCC Architectural Rules & Regulations Section 5.7.4 & 5.7.5

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.*

Structures not exceeding 24 square feet in area and not exceeding 72 inches in height are exempt from permitting. Structures larger than 200 square feet must submit a Major Project Application

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 Document & Photos should be submitted via email at acc@bbvcc.com.

REQUIRED FOR SUBMISSION:

☐ **Site plan** with a North Arrow, showing property lines, setback lines, location of existing and proposed structures 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).

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

Please describe the project in its entirety, including the above **Required for Submission.**

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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:

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☐ Project is partially approved as follows:

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☐ Project is denied per the following:

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☐ Project is incomplete & is missing the following pertinent information:

_____

_____

_____

_____

ACC MEETING DATE: _____

SIGNATURE: _____

Application materials may be submitted via email at acc@bbvcc.com or the office at 8055 Cowichan Rd, Blaine, WA 98230