

Office use only

Project #: _____

Date Received: _____

Reviewed By: _____

Fee: _____ Bond: _____

ACC MINOR PROJECT REQUEST CHECKLIST

Note: It is recommended that an appointment be made with Field Operations the BBVCC management office for guidance prior to starting this checklist. This checklist is completed by either placing a check mark (meaning yes) or N/A (meaning not applicable) next to each step and providing or attaching all requested information. Refer to Birch Bay Village Community Club (BBVCC) **Architectural Rules and Regulations (AR&R)** for specific information.

Note: The completed checklist must be received by the BBVCC management office no later than 6 working days (not including Sat., Sun., or holidays) prior to the first Tuesday of the month—**NO EXCEPTIONS**. To be considered complete and in compliance with the 6 working day requirement a checklist must first:

- Be reviewed by the BBVCC management office.
- Have all BBVCC management office review comments incorporated.
- Have all fees and bonds paid.

Note: Work cannot commence until the project requested by the checklist is:

- Approved by the ACC.
- Written confirmation of ACC approval is received from the BBVCC manager.

Owner/Agent Name: _____

Property Address: _____

Phone #: _____ Division #: _____ Lot #: _____

Proposed project (circle those applicable): Storage shed, fence, culvert/catch basin, deck, patio, privacy screen, flag pole, dock, gazebo, pergola, trellis, concrete work, large playground set, wind screen, exterior stairs, observation platform, retaining wall > 2 feet but ≤ 3 feet, lake bank reinforcement, or other (describe):

1. ____ Rear property line abuts or parallels the Marina, Kwann/Thunderbird Lake, golf course, or "Beaver Pond"/ its upper feeder creek.

2. ____ Above ground structure size/height meets AR&R:

- Storage shed ≤ 144 sq. ft.
- Dock ≤ 6 ft. × 12 ft.
- Flag pole height ≤ 18 ft. or ≤ dwelling roof height as applicable.
- Retaining wall > 2 ft. but ≤ 3 ft.
- In twenty five foot setback height ≤ 4 ft.
- In thirty five foot setback height ≤ 3 ft.
- Height ≤ existing dwelling height or surveyed allowable height.
- Fence and windscreen type structure height ≤ 6ft. outside 25/35 ft. setbacks

Note: ACC may require a survey if there is doubt as to allowed height, set backs or location of property corners/lot lines. Normally, an existing site plan can be modified to depict AR&R requirements.

3. ____ Two Lot Plat Survey Map copies. Required if height > existing single family dwelling height or surveyed allowable height.
4. ____ Two construction plan copies.
 - 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 structures, height relative to existing dwelling.
 - b. ____ Plans include elevation drawings with construction sections, exterior materials and color schemes for all visible exterior surfaces.
5. ____ Site plan includes location of all structures on the lot and the following applicable items:
 - All projects: North Arrow compass bearing.
 - All projects: Corner stakes, lot lines and setback distance to proposed and existing structures.
 - When created or changed: Ingress and egress surfaces and their material composition.
 - When created or changed: Storm water disposal and culverts and catch basins.
 - When applicable: Location of non Willow, Cotton and Alder trees 6 inches or more in diameter at 12 inches above ground requiring removal in order to accomplish the project.
 - When a part of the project: Outdoor lighting.

Note: Put N/A for step 6 for a dock, culvert/catch basin, fence, vertical (fence like) privacy/wind screen structures, flag pole, open top pergola/trellis, retaining wall, lake bank reinforcement and similar structures. The ACC has final determination if an impervious surface calculation is required.

6. ____ AR&R impervious requirements met. Complete a thru c below:
 - a. Square footage of lot. _____
 - b. Sq ft. of all lot impervious surfaces including proposed project. _____
 - c. Divide 'b' by 'a'. If result > 50% project is not allowed. _____

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.

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 forgoing 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, 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: _____

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