

Bella Vista Architectural Control Committee

Changes to an Approved Permit

www.bvacc.com

Staff Only: Initials: _____ Date Submitted: _____ ACC#: _____ Permit #: _____ Payment: _____

Property Information

Property Address: _____

Lot(s) _____ Block _____ Subdivision _____ Parcel #(s) _____

Owner Information

Owner's Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

Primary Contact Information

* OWNER IS STILL SOLEY RESPONSIBLE FOR THEIR PROPERTY, EVEN WHEN A REPRESENTATIVE IS ACTING ON THEIR BEHALF.

Primary Contact: _____

Business Name (if applicable): _____

Mailing Address: _____

Phone #: _____ Email: _____

Fee Information:

When an application to make changes to an approved permit has been submitted prior to any changes made on the property it is at **no charge**.

If ACC notifies the owner/primary contact that changes have been made without proper approvals, a **\$500 fee** will be assessed according to the ACC **Chapter 3 Fees**. Any unapproved changes made will have to be brought into compliance at the owner's expense.

Description of changes: _____

Application Checklist

- Fill out, sign, and date the application.

- Has there been any changes to the location, size, and/or any additions to the project?
 - NO YES If yes, please provide an updated copy (11" x 17") of the survey, to scale, indicating any changes or additions.

- Has the design changed for this project?
 - NO YES If yes, provide one updated set of construction plans (11" x 17") to include: four exterior elevations (front, rear, and sides) and floor plan with dimensions.

- Have the materials and/or color preferences changed for this project?
 - NO YES If yes, provide an updated Color Sheet to include: manufacturer name, color name and picture of color to be used for all exterior materials. **Actual samples may be required.**

- Other Changes:

I certify that the above, together with attached survey/plat, construction plans, materials and color descriptions, constitutes a true description of the proposed building and accessory construction and that the location on the site of all items of construction will be in accordance with these documents. I further certify that I have read and understand the Acknowledgements described and adhere to the rules and guidelines specified.

Property Owner's or Representative's Signature

Date

ACCEPTANCE: The ACC has reviewed this application, and the project is approved subject to the following:

ACC Administrator's Signature

Date of Approval