

# New Construction Application for Residential and Commercial

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Staff Only: Initials: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ ACC#: \_\_\_\_\_ Permit #: \_\_\_\_\_ Payment: \_\_\_\_\_

### Property Information

Property Address: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel #(s) \_\_\_\_\_

Building Type:  Residential  Commercial Heated Sq. Ft. \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_

Septic  Sewer Is an Easement Release needed?  Yes  No (See pg. 5 for color sheet)

### Owner Information

Owner name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor Information

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

Primary Contact: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Other parties involved

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Check here if information has changed.

### Fee Information

**Residential: \$800** (this includes 2 reviews for the application)

- \$250 (non-refundable fee) to be paid at the time of application submittal & remainder balance will be due when the application is approved

- \$350 for each additional review over 2 and is to be paid at the time of re-submittal.

**Commercial: \$1500** (this includes 3 reviews for the application)

- \$500 (non-refundable fee) to be paid at the time of application submittal & remainder balance will be due when the application is approved.

- \$500 for each additional review over 3 and is to be paid at the time of re-submittal.

Permits expire 12 months from the **Issue date**. If a project is not completed within the 12 months, a 90-day extension will be required prior to the expiration date.

# Application Checklist

- Fill out, sign, and date the application.
- Fill out the Color Scheme Sheet on page 5. Note: actual samples may be required.
- Fill out, sign, date, and notarize the Indemnity Agreement on page 4.

## Provide the following with the application:

- Proof of financial ability is to be provided in accordance to Covenant 10 of the Declaration and Protective Covenants. The following options are accepted forms of proof:
  1. Provide to the ACC that a suitable completion bond that has been made to insure completion of the building and to indemnify Owner against material and mechanic liens.
  2. Copy of a loan that references the owner, dates of the loan, legal description or address of the property, and amount of loan.
  3. An original letter from a financial institution that references the owner, legal description or address of the property, and a statement to the effect the owner has funds available in excess of \$\$\$ for construction. Letter **must** be signed by the financial institution.
- One copy of a builder's risk insurance **policy** in the name of the owner or builder. The policy is to reference the legal description or address of the property, inclusive dates of coverage, and an amount that is equal to the value of the project. Coverage dates are to be for the construction period.
- One copy of Worker's Compensation Insurance, as applicable.
- If the property is on a **septic system** – one copy of the approved AR Dept of Health Septic Permit, signed. If the property is on **sewer** – the survey will need to indicate the location of the sewer pump, line, and connection to the main sewer system and signed by Village Waste Water.
- One copy of the survey (11x17 size paper), drawn to scale and meets the requirements set forth in the ACC Survey Checklist (Pg 6 of application). This is to include the AR Dept of Health signature or Village Waste Water's stamped approval. **All the information required by the survey checklist is to be on one copy, and no added information.**
- One set of house plans (max 11x17 size paper) to include: the four exterior elevations that detail the location of materials to be used, color coded and labeled; a floor plan with dimensions. Note: the dimensions on the floor plan are to match the dimensions of the house indicated on the survey. Dimensions on floor plans **must** be legible.

## Additional information needed, as applicable:

- If the project consists of 2 properties with improvements on both lots, **but** improvements **do not** cross or encroach on any easements, setbacks, or property lines, then a Covenant 15 form will be required with the application.
- If any structure encroaches in a building setback, a copy of the City's waiver will be required with the application.

- If the project consists of 2 properties with improvements **crossing** the property line, the application will be sent to the developer to request an easement release. You may submit Builders risk and proof of funds once the conditional easement comes back.
- If the house plans show an additional room that **could be** a sleeping room, a recorded copy of the City's Deed Restriction will be required with the application.

**Acknowledgments**

If any project is started before a permit is issued, an additional fee will be assessed. Refer to the ACC Policy and Procedures Ch. 3 Fees.

**Applications will not be accepted until all information is provided and correct.**

I certify that the above, together with attached survey, construction plans, materials and color descriptions, constitutes a true description of the proposed building and accessory construction and 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, guidelines, and covenants.

\_\_\_\_\_  
Property Owner or Designated Representative Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ACC Administrator's Signature

\_\_\_\_\_  
Date of Approval



## ACC Survey Checklist

### General

- All information required by this checklist is to be on one survey.
- All surveys are to meet the Arkansas Standards of Practice for Property Boundary Surveys and Plats.
- Surveys are to be on 11x17 size paper.
- Scale (1" = 20' or 1" = 30'), North Arrow, and completed legend.
- Title Block to include: Owner's/Builder's name, lot(s)#, Block #, Subdivision name, Parcel ID, date of survey.
- Revisions: dated and described, if applicable.
- Provide stamp & contact information for the licensed surveyor preparing the survey.
- Bearings and distances of all lot/property lines.
- Define property corners (SIP, FIP, POT, etc.).
- Show temporary benchmark and elevation.
- Topographic lines at a maximum 24" intervals and identify elevations.
- Identify adjoining lots by lot numbers, common property, etc.
- Identify adjoining properties (common property, reserved, lakes, golf courses, etc.).
- Name of road(s) and define street edge with dimension from property line to street edge.
- Identify and dimension all building setbacks (platted/recorded, city ordinance/requirements, etc.)
- Identify and dimension platted/recorded utility and drainage easements.
- Identify and dimension platted/recorded screening easements, as applicable.
- Show and note floodplain information and reference FEMA FIRM panel number(s).
- Indicate all **EXISTING** utilities (power poles, guy wires, phone boxes, hydrants, culverts, meters, etc.)
- Indicate all **PROPOSED** utilities (power poles, guy wires, phone boxes, hydrants, culverts, meters, etc.)
- Indicate all **EXISTING** structures on the property with dimensions (structures, driveways, sidewalks, seawalls, retaining walls, fences, etc.)
- Indicate all **PROPOSED** structures on the property with dimensions (structures, driveways, patios, decks, sidewalks, seawalls, retaining walls, fences, etc.)
- Locate **PROPOSED** residence/building to scale, dimensions, and dimensions from corners of house to lot lines.
- Indicate any encroachments from other properties.
- Indicate proposed finish floor elevations and proposed number of bedrooms.
- Notes, as needed.

***DO NOT INCLUDE: City's grading requirements, BMP's, & proposed grades for driveways.  
NO COLORED SURVEYS.***

### **Lots that are required to be on septic: include the following along with items 1-27 above.**

- Locate soil pit/s.
- Locate proposed septic tank, size, and material.
- Locate proposed septic system to include: lines with dimension length, d-box, insp ports, etc.
- Locate proposed clean out and line from residence/building to septic tank.
- AR Dept of Health statement of approvals, signed and dated by the Health Dept Authorized Agent.
- Notes, as needed.

### **Lots that are required to be on sewer: include the following along with items 1-27 above.**

- Locate the proposed sewer system (include the line from the house to the pump to line to the main system, etc).
- Village Waste Water's statement of approval with authorized agents' signature and date of approval.
- Notes, as needed.

### **Lake lots and golf course lots: include the following along with items 1-24 above.**

- Indicate the name of the lake and/or golf course the property abuts to.
- Indicate the shoreline in relation to the lot line.
- Indicate any existing structures or improvements (seawalls, docks, etc.) with materials and dimensions.
- Indicate any proposed improvements on the shoreline (seawall, docks, stairs, platforms, ect.

# ACC COLOR SHEET

PROPERTY ADDRESS \_\_\_\_\_

*\*All new construction applications and change requests must include this sheet or the application will not be accepted\**

Insert below a clear photo/snips of the colors to be used for each material. <i>Please use n/a below for details that don't apply to this house</i>			
<b>Roof</b>	Primary:		Accent:
		Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–	Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–
<b>Body of the house</b>	Brick:		Stone:
		Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–	Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–
	Primary:		Secondary:
		Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–	Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–
	Accent:		Other:
		Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–	Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–
	Soffit:		Fascia:
		Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–	Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–
<b>Trim:</b>	Deck:		Garage Door:
	Decking	Railing	Manufacture name – <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Color name–
	Manufacture name –	Manufacture name –	
	Color name–	Color name–	