

BUILDING CONSTRUCTION/MODIFICATION CHECKLIST

A fully completed application consists of the following (one copy is sufficient):

Please Check all that apply. Enter NA if item does not apply to your project

1. SITE PLAN: Drawn to Appropriate Scale

- Orientation of lot to adjacent roads, common areas, and other lots (Plat View)
- Footprint of structure as located on the lot. Existing and as modified.
- Description of any clearing, grading or filling required. Note trees with a diameter of 6 inches or greater at 60 inches from ground level that are going to be removed. **Must be clearly marked.**
- Location of Driveways, and Walkways.
- Landscaping Plan. (See DS7.3)
- Indicate Compass North on the Plan drawing.

2. DRAWINGS AND SPECIFICATIONS: Drawn to appropriate Scale

- Building Size – Square Footage and Height
- Exterior Elevations – Front Elevation must show proposed structure’s elevation in relationship to centerline of street in front and finished grade of site.
- Floor Plan
- Exterior Materials and/or finishes (include paint/stain colors, roofing materials and colors)
Attach copies of colors (paint chip or paint card, brochure, roofing sample)
- Exterior Lighting Design and Type
- Indicate Porches and Decks
- Type and location of heating and cooling systems, including fuel storage provisions and types.

3. JOB SITE PROVISIONS: (See DS 7.3 Sec. 3.3.1)

Temporary toilet facilities: House Contractor to Arrange NA

Location of staging and material storage areas:

- Driveway Deck Garage Yard NA
- Measures to be taken to protect vegetation and prevent erosion NA

4. NOTICE TO NOTICE NEIGHBORS (See DS 7.3 Section 4.1.2)

- Attach Plat Map(s) or Other Diagram that identifies your Lot Number.
- Circle Lot Number where related work will be done per this application.
- Insert letter “N” on Lots of all Direct Notice Neighbor(s). Neighbors given notice of application request (“Notice Neighbors”), application related work, and date applicant requested that, or expects, application will be considered by SBCA-ARC.
- I have notified my Notice Neighbors, as listed and described below:**

List All Notice Neighbor(s) below.

Village	Neighbor’s Name and Address	Date Notice Given

Notice to Neighbors – Should be at least 1 week (7 days) before SBCA-ARC will review Application. For your own benefit keep copies of any communications with your Notice Neighbors.

Objections

Yes No

Describe any objection(s) of which you are aware (attach additional page(s) if necessary).

Note: Neighbors do not have a “veto” right with respect to your application, and neighbor approval is not required for SBCA ARC to approve your application. However, SBCA-ARC would like to be aware of the specifics of any objections prior to considering Applications.

The SBCA-ARC usually meets on the third Friday of the month. The deadline for submitting an application for review is the close of business on the second Friday of the month. However, applicants are encouraged to submit their application as early as possible. Applications submitted after the second Friday of the month will be reviewed by SBCA-ARC the following month unless an expedited review is requested by the applicant and granted by SBCA-ARC. To request an expedited review of this Application, check the box below and state the reason for an expedited review. As part of neighbor notification, include in your notice the date applicant expects or requested that SCBA-ARC review the application, including any expedited review requests.

I am familiar with the SBCA Design Standards (DS 7.3) and any Village governing documents pertaining to my project. I acknowledge that approval of this application may be subject to conditions, as specified by the SBCA-ARC.

Signature of Requesting Homeowner(s):

_____ Date: _____

_____ Date: _____

Village-ARC or Village HOA must check appropriate line prior to forwarding to the SBCA-ARC.

Recommend Approval Recommend Disapproval Recommend Approval with conditions

(Attach explanation of recommended conditions or reasons for recommending disapproval.)

Village-ARC Signature: _____ Date: _____

Printed Name: _____

Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements. (See DS 7.3)

Many projects may require a permit(s) from Jefferson County or other governmental authorities.

Appendix A: Examples of Projects that Require SBCA-ARC Approval

Submit Application to the Village-ARC or Village HOA. Projects that are to be reviewed by the Village-ARC or Village HOA and approved by the SBCA-ARC include, but are not limited to, the following examples. If there is no Village-ARC or Village HOA, then submit to SBCA-ARC Office. gm@sbca.club

Submit applications using the following forms:**1. Building Maintenance/Repair Project Form:**

- Paint or stain house exterior new color
- Paint or stain deck new color
- Replace siding or roof with material or color different from original or current
- Replace exterior light fixtures with ones different from current or original

2. Building Construction/Modification Form:

- Add new home construction and landscaping
- Add new or expanded room, if it changes the exterior footprint, incl. sunrooms or conservatories.
- Add new or expanded garage
- Add new or expanded deck
- New or expanded patio
- Add new or modified retaining wall
- New or expanded pet containment
- Add or change location of heat pump
- Add or change location of emergency generator
- Add, remove, or change location of hot tub
- Add or change location of propane tank
- Add skylights or replace with different size, style or location
- Add solar panels or replace with different size, style or location
- Add exterior light fixtures or replace with different size, style or location
- Add security camera (other than video doorbell)

1. Landscape Modification Form

- Modify landscaping (other than what does not require approval: See Part 1)
- New or altered drain system
- New or expanded water feature
- New or expanded walkways or driveways
- Add flagpole
- Trim or remove a tree with a trunk diameter greater than 6 inches at 5 feet above the ground

***For shoreline lots, the applicant must ensure that the project is consistent with the Jefferson County Vegetation Management Formula.**

Many projects may require a permit(s) from Jefferson County or other governmental authorities.

Appendix B: Examples of Projects that Do Not Require SBCA-ARC Approval

This is not an inclusive list of projects, only common examples. Check the SBCA Design Standards and with the Village-ARC/Village HOA for more information. (See DS 7.3)

No Application is Necessary. No SBCA-ARC Approval is Required for the following projects.
(See DS 7.3)

Note: Homeowner is still responsible for obtaining any permit required by governmental authorities.

- Plant annuals in existing cultivated areas
- Plant perennials in existing cultivated areas
- Planting perennials which do not exceed 42 inches in height at maturity
- Replace in kind of existing plants/shrubs/trees
- Trim or remove dead or wind-felled trees (or trees felled by other sudden acts of nature) of any size, **provided** that a photo of the fallen tree, **before the tree is cut**, is available for subsequent review by the Village ARC, Village HOA or SBCA-ARC.
- Trim or remove live tree(s) that meet the following conditions: a) the tree's trunk has a diameter less than 6 inches at a height of 5 feet above the ground, and b) the tree's base is farther than 15 feet from the shoreline of marine waters*
- Routine maintenance of lawns, gardens and shrubbery
- Paint house/trim exterior - same color
- Replace heat pump - same location
- Replace emergency generator - same location
- Replace hot tub - same size and location
- Add or replace satellite dish less than 1 meter in diameter
- Replace propane tank - same location
- Replace exterior light fixtures - same style and location
- Replace skylights - same size, style and location
- Replace solar panels - same size, style and location
- Replace siding or roof with material, like or identical to original — same color and footprint
- Paint or stain deck/railings – same color
- Repair exterior of house or deck – keep same footprint, design and appearance
- Repair walkway or driveway – keep same footprint, design and appearance
- Making interior alterations or repairs that do not alter the exterior appearance of a house or structure
- Install video doorbell

***For shoreline lots, the applicant must ensure that the project is consistent with the Jefferson County Vegetation Management Formula.**

Many projects may require a permit(s) from Jefferson County or other governmental authorities.

Appendix C. Sample Neighbor Notice Memo

Refer to SBCA Design Standard 7.3 Section 4.1.2 for specifics regarding neighbor notices.

Neighbor Notices given to a neighbor should include all of the following:

1. The street address of the Lot where the work will be performed,
2. Description of the work to be performed under the application,
 - a. May be sent by US Mail, Email, hand delivered.
 - b. In addition to description, may include photos, pictures, or combination.
3. The date Applicant expects or requested that SBCA-ARC review the application, including any expedited review requests.

Sample Neighbor Notice Memo

Date: _____

Dear _____,

In compliance with South Bay Community Association, Architectural Review Committee Design Standard Rules, I am sending this memo to inform you that I/we have made application to perform the following work or modification listed below to be done on our property located at:

We are requesting that SBCA ARC review our application at the next scheduled review meeting on: _____, 202

We are requesting an expedited review of our application and if approved, intend to begin work as soon as possible.

Work to be performed:

Thank you for your attention to this matter, please notify us as soon as possible if you have any questions or concerns about this request.

Sincerely,

Note: include your Email address if you prefer neighbors to contact you in this manner.