

# SOUTH BAY COMMUNITY ASSOCIATION

Application No. \_\_\_\_\_

## BUILDING CONSTRUCTION/MODIFICATION APPLICATION

SBCA-ARC approval is required for all new construction or any project which changes the exterior footprint or appearance of an existing structure. Examples: changing the size of a deck; adding a new heat pump or solar panels. (See Appendix A)

TO: Village-ARC Representative or Village HOA  
(If no Village-ARC or Village HOA then submit to SBCA-ARC Office)

Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

I agree to accept the Approval Letter and related communications electronically:  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Property Information:  
Lot: \_\_\_\_\_ Street Address: \_\_\_\_\_ Village: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Starting Date: \_\_\_\_\_

I have notified my immediate neighbors: \_\_\_\_\_ Signed: \_\_\_\_\_  
(For your own benefit keep copies of any communications with your neighbors)

I am familiar with the SBCA Design Standards 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.

**The SBCA-ARC usually meets on the third Friday of the month. The deadline for submitting an application for review is close of business on the second Friday of the month. (However, applicants are encouraged to submit their application as early as possible).**

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 conditions or reasons for disapproval.**

Village-ARC/HOA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# South Bay Community Association

Application No. \_\_\_\_\_

## BUILDING CONSTRUCTION/MODIFICATION APPLICATION CHECK LIST

PLEASE CHECK ALL THAT APPLY  
ENTER N/A IF ITEM DOES NOT APPLY TO YOUR PROJECT

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

1. **SITE PLAN: Appropriate scale**

- \_\_\_\_\_ a. Orientation of lot to adjacent roads, common areas and other lots.
- \_\_\_\_\_ b. Footprint of structure as located on the lot. Existing and as modified.
- \_\_\_\_\_ c. Description of any clearing, grading or filling required. Trees with a diameter of 6 inches or greater that are going to be removed, must be clearly marked.
- \_\_\_\_\_ d. Location of driveways and walkways.
- \_\_\_\_\_ e. Landscaping Plan. (See DS 5.2.1)
- \_\_\_\_\_ f. North Arrow on Plan.

2. **DRAWINGS AND SPECIFICATIONS: To appropriate scale**

- \_\_\_\_\_ a. Building size - Square footage and height.
- \_\_\_\_\_ b. Exterior elevations - front elevation must show proposed structure's elevation in relationship to centerline of street in front and finished grade of site.
- \_\_\_\_\_ c. Floor plan.
- \_\_\_\_\_ d. Exterior materials and/or finishes (include paint/stain and color; roof material and color) \_\_\_\_\_  
**Attach a copy of the color (e.g., paint chip, brochure, etc.)**
- \_\_\_\_\_ e. Exterior lighting.
- \_\_\_\_\_ f. Porches and decks.
- \_\_\_\_\_ g. Type and location of heating and cooling systems, including fuel storage provisions.

3. **JOB SITE PROVISIONS: (See DS 3.3)**

**Circle Appropriate Answer**

- \_\_\_\_\_ a. Temporary toilet facilities - House; Contractor to Arrange
  - \_\_\_\_\_ b. Location of staging and material storage areas - Driveway; Deck; Garage; Yard
  - \_\_\_\_\_ c. Measures to be taken to protect vegetation and prevent erosion \_\_\_\_\_
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Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements.  
(See DS 3.1)



## South Bay Community Association

### Appendix A: Examples of Projects that Don't 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.

**1. No Application is Necessary. No SBCA-ARC Approval is Required** for the following. See DS 4.2.2 (note that the homeowner is still responsible for obtaining any permit required by governmental authorities):

- Planting annuals in existing cultivated areas;
- Planting perennials, which do not exceed 42 inches in height at maturity;
- Replacement in kind of existing plants;
- 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 and location;
- Replace solar panels – same size 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; or
- 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.

## South Bay Community Association

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

**2. 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. Submit applications using the following forms:

#### **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 original or current

#### **Building Construction/Modification Form:**

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

#### **Landscape Form:**

- Modify landscaping (other than what does not require approval: See Part 1)
- New or expanded patio
- 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

**Many projects may require a permit from Jefferson County  
or other governmental authorities.**