



Building Site Improvement Application Process

All building or major site modifications or improvements including carports, deck additions/egress (if extending onto Limited Common Property 5 ft. or more from original construction), deck coverings or enclosures and permanent siding in Townhouse properties must be approved by the Townhouse Board of Directors, City of Bella Vista, and Bella Vista Architectural Control Committee. Any improvement that constitutes a change in the landscaping is to be replaced and corrected at the expense of the homeowner and/or contractor. Area's underneath deck additions, extensions or egress require weed barrier, edging and matching landscape rock.

All construction and changes require the preparation of adequate engineering drawings, plans, and specifications showing the following:

- A) All dimensions, i.e., length, depth, roof structure, number of posts, depth of posts in the ground, storage areas, facing on posts: stone, brick, wood, etc.
- B) All materials to be the same as previously used in the area.
- C) All construction will be by approved drawings and specifications only. "NO DEVIATION FROM THIS PRINT".
- D) Drawings to show all views, i.e. plan, elevations, side, end, isometric, etc., as necessary to permit the Townhouse Board to follow construction as approved.
- E) The starting date of construction must be within three (3) months of permit date and the Townhouse Management must be notified of the starting date. Completion must be within sixty (60) days after the start of construction unless an extension is approved by Management.
- F) The Townhouse Association Management team will monitor the building or improvement project.
- G) Applicants must include gutters and/or splash guards on carport additions or deck enclosures to keep water from draining onto sidewalks, other townhouse decks, or Limited Common Property.
- H) The "APPLICATION FOR BUILDING AND SITE IMPROVEMENTS" must be obtained from the Townhouse Association website or our office located at # 2 Cora Circle, Bella Vista, AR.
- I) Consent form signatures should be obtained from the Townhouse Owners located on either side of you, unless consent is waived. Obtaining these signatures is the responsibility of the homeowner. These must be signed and returned to the Townhouse office at least ten (10) days before the Board meeting.
- J) The application for a permit, signed consent forms, copy of the plans, drawings, and specifications, as indicated above must be submitted to the Townhouse Association Office at least 10 days before the next scheduled regular monthly Townhouse Board meeting. Board meetings are held on the third Wednesday of each month. Excluding December, the meeting is held on the second Wednesday in December.
- K) The ACC and/or City will approve and issue a permit(s) after receiving the signed application from the Townhouse General Manager and Board of Directors.
- L) The Townhouse Board of Directors has the authority to approve the improvement request application when the owners on either side do not reply to the letter of consent given or mailed to them for their consideration within ten (10) days or if the objections appear to be unreasonable after all considerations.
- M) Before the application can be released, the License Agreement (*if applicable*) must have signature(s) notarized and be filed with the Benton County Clerk's Office (owner cost) after Board approved.

Building & Site Improvement Permit Application

****All Permit Applications expire 6
months from the date of issuance****



\$50.00 Permit Application Fee

Paid On: _____

Cash _____

ACH _____

CC _____

Account Credit _____

Check _____ Check # _____

Townhouse Address: _____

Lot: _____ Block: _____ Subdivision: _____

Owner: _____

Address: _____ Phone: _____

Contractor: _____ Phone: _____

Description of Construction: _____

Project Start Date: _____

I certify that the above, together with attached plans and/or specifications, constitute a true description of the proposed new construction, and that the location on the site will be in accordance herein. All new construction must match existing.

1. Paint chip of original color (Required) ** All colors must match the original color and neighbor's townhome.

Paint sample of new color (Required) ** If changing color, approval is required first.

Paint Color to be Used: _____

Paint Color # (Required): _____ Paint Store: _____

2. If the application is for siding, check applicable line below:

_____ Siding to be Vertical _____ Siding to be Horizontal (The foundation color must match the unit)

3. Insurance: Proof of Workman's Compensation coverage for the prime contractor must be provided, or I, _____ DO HEREBY CERTIFY that I will comply with the Workman's Compensation laws and will obtain certificates from all subcontractors at the time of their arrival onto the construction site.

4. Declaration: If construction begins prior to approval by the City and/or Architectural Control Committee (ACC), appropriate action can be taken in Chancery Court to join and stop any further construction, under the provisions of ARTICLE XV, SECTION 3 of the Declaration.

5. The Townhouse Association, City and ACC are not responsible for the workmanship, safety, quality, or conformity with contractual agreements. This matter is between the property owner and the contractor.

7. Acceptance: The ACC has reviewed this application, and construction is approved, subject to the

following recommendations: _____

SIGNATURE: _____ Property Owner Date: _____

SIGNATURE: _____ BVTA General Manager Date: _____

SIGNATURE: _____ BVTA Board President Date: _____



Bella Vista Townhouse Association

Neighbor(s) Notice of Improvements

Your neighbor(s) at _____, who owns the townhouse adjacent to your townhouse, is proposing the following improvements: You as a neighbor and townhouse owner have the right to approve or deny the request. The Townhouse Board of Directors has the authority to approve any application when the owners on either side do not reply to the letter of consent within ten (10) days, or if the objections appear to be unreasonable after all consideration. This will be presented to the Board of Directors at their meeting on _____.

Name: _____

Address: _____

Comments: _____

Signature: _____ Date: _____



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Name: _____

Address: _____

Comments: _____

Signature: _____ Date: _____



Bella Vista Townhouse Association

Variance

A Variance is requested from the Bella Vista Townhouse Association for an encroachment over a portion of the underground utilities adjacent to and pertinent to LOT _____, BLOCK _____, _____ a townhouse subdivision in Bella Vista, AR for the placement of a structure as per drawings. Upon approval of request for construction, over the portion of underground utilities, the owner is reminded that if this area is ever needed at a later date for the purpose of installation, repair or replacement of utilities or any other maintenance of the surface area, that the owner will be responsible for the removal of any obstruction granted by said approval for construction, if necessary, for the performance of installation, repairs, or maintenance, at the owner's expense.

Owner's Signature

Print Name

State of: _____

County of: _____

on this _____ day of _____, _____

_____, personally, appeared before me, to be the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public Commission Expires:



Bella Vista Townhouse Association

License Agreement

WHEREAS, _____, whether one or more, (hereinafter referred to as the "Licensee") of _____ (mailing address) has made an application and is seeking approval for constructing improvement or maintenance upon Limited Common Property; and WHEREAS, the Licensee is the owner of a Lot or Living Unit in Bella Vista, Arkansas which is described as Lot_____, Block_____, _____ Subdivision; and WHEREAS, The Bella Vista Townhouse Association, Inc. (hereinafter referred to as the ("Townhouse Association")) by virtue of its authority under the Declaration and Protective Covenants of Bella Vista Village, Arkansas is the owner of the Limited Common Property as designated upon the plats of the various townhouse complexes located within Bella Vista Village for the purposes specified in said Declaration; and WHEREAS, the Townhouse Association agrees to grant a license for the use of Limited Common Property to the Licensee for the limited purposes set forth in this License Agreement, NOW, THEREFORE, _____, **the Licensee**, is granted a license to use a portion of Limited Common Property as described herein and for the purposes set forth herein subject to the terms and conditions of this License, specifically:

- 1) Licensee shall have a license to: _____
- 2) Licensee understands and agrees that the grant of this license is an accommodation to the Licensee by the Townhouse Association and that the use or occupation of any Limited Common Property or the construction of improvements or any modifications to the Limited Common Property shall not ripen into a claim against the Limited Common Property by the Licensee.
- 3) All improvements and structure to be located on any Limited Common Property must be approved by the Bella Vista Townhouse Association and the Architectural Control Committee of Bella Vista Village, Inc. and the City of Bella Vista.
- 4) Licensee shall remove any improvements or structures located on Limited Common Property subject to this license upon demand by the Bella Vista Townhouse Association.
- 5) This license is not assignable or transferrable without written approval of the Townhouse Association.

Dated this _____ day of _____, 20_____.

Licensee

Licensee

NOTARY PUBLIC

My Commission Expires:

Subscribed and sworn to before me, a Notary Public, this _____ day of _____ 20_____.