



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



\$50.00 Permit Application Fee

Paid On: _____

Cash _____

ACH _____

CC _____

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: _____