

SOUTH BAY COMMUNITY ASSOCIATION

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

BUILDING MODIFICATION PERMIT APPLICATION

TO: Village ARC Representative

Property Owner(s): \_\_\_\_\_

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

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Lot: \_\_\_\_\_ Street Address: \_\_\_\_\_ Village: \_\_\_\_\_

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

\_\_\_\_\_

General Contractor: \_\_\_\_\_

Address \_\_\_\_\_

Telephone(\_\_\_\_\_) \_\_\_\_\_

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

Estimated Completion Date: \_\_\_\_\_

---

I have read the South Bay Community Association Design Standards, The South Bay Master Declaration of Covenants, Conditions and Restrictions and the Supplements pertaining to my Village. Any planned deviations to those documents are explained in this application. **The ARC meets on the third Friday of the month. The deadline for submitting an application for review is close of business on the Tuesday before the ARC meeting.**

Signature of Owner(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Village ARC Representative ( ) Approved ( ) Disapproved

( ) Approved with conditions

( ) Forwarded to SBCA Architectural Review Committee

Village Arc Signature \_\_\_\_\_ Date \_\_\_\_\_

---

SOUTH BAY COMMUNITY ASSOCIATION

**Neighbor Notification**

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

This notice is to inform my neighbors that I propose to do some work on my property (details attached). Neighbor: by signing this page, you only acknowledge that you have been made aware of the proposed project, not that you approve or disapprove of any or all portions of the proposed project.

The SBCA ARC meets on the third Friday of each month at 9AM at the Bay Club. The meeting is open to all Members. You do not have to attend the meeting but are welcome to do so if you have questions or concerns about the application.

The following neighbors have been notified and/or seen this application.

Short Project

Description: \_\_\_\_\_

Name - \_\_\_\_\_ Comments  
Address- \_\_\_\_\_  
Phone Number- \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Name - \_\_\_\_\_ Comments  
Address- \_\_\_\_\_  
Phone Number- \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Name - \_\_\_\_\_ Comments  
Address- \_\_\_\_\_  
Phone Number- \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Name - \_\_\_\_\_ Comments  
Address- \_\_\_\_\_  
Phone Number- \_\_\_\_\_

Signature - \_\_\_\_\_ Date - \_\_\_\_\_

Applicant: Inform your affected neighbors of this application and have them sign this page or record the date you informed them of your application. Applications will not be accepted without this sheet completed.

## SOUTH BAY COMMUNITY ASSOCIATION

### BUILDING / CONSTRUCTION PERMIT APPLICATION

#### 1.0 INFORMATION

- A New Building / Construction Permit is required for all new construction.
- A Building Modification Permit is required for any project which changes the outward appearance of an existing building or structure.

#### 1.1 INSTRUCTIONS

A fully completed permit application consists of two (2) sets of the following:

##### 1.1.1. SITE PLAN – 1" = 20'

- a. Orientation of lot to adjacent roads, common areas and lots.
- b. Footprint of structure as located on the lot.
- c. Description of any clearing, grading or filling that is to be accomplished. Trees with a diameter of six inches or greater that are going to be removed must be clearly marked.
- d. Location of utilities and sewer serving the lot.
- e. Location of driveways and walkways
- f. Landscaping Plan
- g. North Arrow on Plan

##### 1.1.2. DRAWINGS AND SPECIFICATIONS – 1/4" = 1'

- a. Building size – Square footage and height
- b. Exterior elevations – front elevation must show proposed structure's main floor elevation in relationship to centerline of street in front and finished grade of site.
- c. Floor plan
- d. Exterior materials and finishes (include paint/stain brand name and colors and roof material and color)
- e. Exterior lighting
- f. Porches and decks
- g. Type and location of heating and cooling systems including fuel storage provisions

##### 1.1.3. JOB SITE PROVISIONS

- a. Temporary Structures
- b. Temporary toilet facilities
- c. Location of staging and material storage areas
- d. Measures to be taken to protect vegetation and prevent erosion

SOUTH BAY COMMUNITY ASSOCIATION

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

BUILDING / CONSTRUCTION PERMIT APPLICATION CHECK LIST

- \_\_\_\_\_ 1. SITE PLAN – 1” = 20’
  - \_\_\_\_\_ a. Orientation of lot to adjacent roads, common areas and lots.
  - \_\_\_\_\_ b. Footprint of structure as located on the lot.
  - \_\_\_\_\_ c. Description of any clearing, grading or filling that is required. Trees with a diameter of six inches or greater that are going to be removed must be clearly marked.
  - \_\_\_\_\_ d. Location of utilities and sewer serving the lot.
  - \_\_\_\_\_ e. Location of driveways and walkways
  - \_\_\_\_\_ f. Landscaping Plan
  - \_\_\_\_\_ g. North Arrow on Plan
  
- \_\_\_\_\_ 2. DRAWINGS AND SPECIFICATIONS – 1/4” = 1’
  - \_\_\_\_\_ a. Building size – Square footage and height
  - \_\_\_\_\_ b. Exterior elevations – front elevation must show proposed structure’s main floor elevation in relationship to centerline of street in front and finished grade of site.
  - \_\_\_\_\_ c. Floor plan
  - \_\_\_\_\_ d. Exterior materials and finishes (include paint/stain brand name and colors and roof material and color)
  - \_\_\_\_\_ e. Exterior lighting
  - \_\_\_\_\_ f. Porches and decks
  - \_\_\_\_\_ g. Type and location of heating and cooling systems including fuel storage provisions
  
- \_\_\_\_\_ 3. JOB SITE PROVISIONS
  - \_\_\_\_\_ a. Temporary Structures
  - \_\_\_\_\_ b. Temporary toilet facilities
  - \_\_\_\_\_ c. Location of staging and material storage areas
  - \_\_\_\_\_ d. Measures to be taken to protect vegetation and prevent erosion
  
- \_\_\_\_\_ 4. Jefferson County Permit
  - \_\_\_\_\_ a. Copy of Building Permit

PLEASE CHECK OFF EACH ITEM.  
ENTER N/A IF ITEM DOES NOT APPLY TO YOUR PROJECT.