

**Bella Vista Homes Owners' Association  
Architectural Control Committee Request Form  
(For Use on Proposed New Residential Construction)**

Please complete applications in full. Applications cannot be submitted to the Architectural Control Committee until **ALL** information on this form has been completed.

<b>FOR OFFICE USE ONLY</b>	Completed		By:	
	Application Date:			

**PROPERTY INFORMATION**

Property Address: \_\_\_\_\_ Lot#: \_\_\_\_\_

**BUILDER INFORMATION**

Builder Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Builder Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Contact Mobile: \_\_\_\_\_

**OWNER INFORMATION**

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Home Phone : \_\_\_\_\_ Work/Cell: \_\_\_\_\_

**REVIEW FEES, DEPOSITS AND ACKNOWLEDGEMENT**

**Non-refundable Application Fee for Architectural Review .....\$1,000**

**Refundable Construction Deposit.....\$3,250**  
*(Refundable upon approved completion of homes submitted for on this application)*

**Total Due upon Submittal .....\$4,250**  
*(Make check payable to BVH USA Limited Partnership)*

**Expedited Review (optional).....additional \$500**

In accordance with the Association's governing documents and Architectural Review Procedures and Guidelines, I hereby apply for written approval for New Residential Construction in the Bella Vista Heights Owners' Association.

Builder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All lots are required to adhere to the Architectural Review Guidelines and components that were approved for lot(s). In order that all owners adhere to the guidelines, a fine schedule has been implemented (see Fine Schedule on page 8 of this application). Any changes to the bulk approval of plans, materials and colors will require additional approval before proceeding.

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In order to facilitate the review process, we have provided the following checklist for New Construction applications. Please use this checklist to ensure that you have provided the committee with all of the information they need to review your submittal.

**ALL ELEMENTS ARE REQUIRED FOR REVIEW**

**DESIGN NARRATIVE**

Provide a short narrative (1-2 paragraphs) which clearly indicates the intended style of the submitted design and how it will fit within the existing community design standards. This requirement is intended to provide the applicant with a moment to consider how the submitted design will work within the larger design context of the community, and to make design choices which support the design integrity of the community as a whole.

**SITE PLAN** must include: *(NO HAND-DRAWN PLANS WILL BE ACCEPTED).*

- Drawing scale legend, north arrow, property lines – Grade lines at 1' intervals.
- Utility/heating/cooling equipment stub locations
- Setbacks and easements (as occur)
- Building footprint with rooflines (including overhangs)
- Triangulate dimensions from building corners to property lines/pins (as occur).
- Driveway, parking areas, decks, retaining walls, accessory structures, fences, screen walls, etc.

**NOTE:** *All driveway and parking areas must be exposed aggregate, unless otherwise approved by the Architectural Control Committee.*

- Elevation of first floor of building (in relation to existing grade)
- On-site drainage/containment plan. (Illustrate how storm water will be managed on site)

**ELEVATIONS** must include: *Scale 1/8"=1' (all elevations) or greater*

- Provide accurate depiction of **finished** and **existing** grade
- Provide dimensions relative to finished grade at house for:  
(1) **finished floor** — all levels; (2) **plate lines** — all levels; and (3) **ridge line** — highest point
- Clearly and accurately indicate (in relation to floor plan) all exterior stairways, rails, decks, patios, etc.

**NOTE:** *Elevated decks shall be finished, and all posts shall either be exposed rough sawn with architectural grade hardware, or wrapped per community standards*

- Clearly and accurately indicate application of siding, trims, accents, masonry \* and other details  
\*Include masonry trim (i.e. water table cap, lintels, arch stones, etc.)

**NOTE:** *No foundation to be exposed more than 8" (vertical dimension). All masonry must extend as close to finished grade as allowed by manufacturer's installation guidelines. Rock must wrap around corners (min = 2')*

- Roof slope and material
- Provide location of all exterior lighting

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**FLOOR PLANS** must include: *Scaling: 1/8" = 1' (can vary where required to provide clarity of the design)*

- All walls, partitions, stairs, windows and doors clearly labeled and dimensioned
- Porches, patios, decks, spas and accessory structures clearly labeled and dimensioned

**DETAIL/CLARIFICATION** - Provide **Sectional Detail** or **Callout** for the following:

- Provide column details. Minimum required 10"x10" (build-up) or 8"x 8" rough sawn
- Post Base AND Cap Trim build-up or specified connection for rough sawn
- Door, Window, Garage Head Trim – Mitered corners NOT allowed; Garage head trim = Min. 10"
- Common Eave Condition
- Barge Rafter Condition – 2-step fascia required

**MATERIALS** – Provide product details/manufacturer's cut sheet for the following:

- Doors (Entry, Side and Garage) – include finish color
- Windows (include color)
- Siding, Exterior Trim and Accent Material **NOTE: No staggered shake allowed**
- Exterior Lighting
- Roofing
- Masonry
- Exterior Paint – Provide clearly labeled, draw downs for each color submitted. (Minimum 4"x 4")
- Any other exterior elements such as solar panels, skylights...

**LANDSCAPE PLANS** *(May be deferred, but must be submitted and approved prior to installation)*

Provide site plan of sufficient scale to provide clear graphic depiction of intended landscape – must include the following:

- Existing and proposed grades, retaining structures (as occur)  
**NOTE: Community standards for landscape retention are large-scale rockery walls.**
- On-site drainage/containment plan. *(Illustrate how storm water will be managed on site)*
- HVAC screening plan clearly indicated in relation to intended landscape
- Proposed tree and plant list. Specify species, size (container or caliper), and location on site plan
- Extents of hardscape (walkways, courtyards, etc.) clearly indicated, with material cut sheets provided
- Lighting: Indicate location on site plan and cut sheet for all intended landscape lighting

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**Construction Specifications**

All lot owners are required to adhere to the Architectural Control Guidelines and components that were approved for their lot(s). In order that all owners adhere to the guidelines, a fine schedule has been implemented. *(See attached fine schedule)*

**MATERIAL SUBMITTAL** (Provide manufacturer's cut sheets)

**1. Siding:**

Type: \_\_\_\_\_

Brands: \_\_\_\_\_

Siding detail sheet (s) provided.

All manufacturer's cut sheet (s) provided

**2. Windows:**

Types: \_\_\_\_\_

Warranty: \_\_\_\_\_

Brand: \_\_\_\_\_

Color: \_\_\_\_\_

All manufacturer's cut sheet (s) provided

**3. Roofing:**

Type: \_\_\_\_\_ Brand: \_\_\_\_\_ Weight: \_\_\_\_\_

Color: \_\_\_\_\_ Style: \_\_\_\_\_

All manufacturer's cut sheet (s) provided

**4. Exterior Colors:** *(Color location should also be noted on the front elevation)*

Provide draw downs (4" x 4" minimum) for all colors

Brand: \_\_\_\_\_ Color: \_\_\_\_\_ Location: \_\_\_\_\_

Brand: \_\_\_\_\_ Color: \_\_\_\_\_ Location: \_\_\_\_\_

Brand: \_\_\_\_\_ Color: \_\_\_\_\_ Location: \_\_\_\_\_

Brand: \_\_\_\_\_ Color: \_\_\_\_\_ Location: \_\_\_\_\_

**5. Masonry:** (Provide manufacturer's cut sheets)

Type: \_\_\_\_\_ Brand: \_\_\_\_\_

Color: \_\_\_\_\_ Style: \_\_\_\_\_

All manufacturer's cut sheet (s) provided

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**6. Exterior Lighting:**

Type: \_\_\_\_\_ Brand: \_\_\_\_\_

Color: \_\_\_\_\_ Style: \_\_\_\_\_

All manufacturer's cut sheet (s) provided

**7. Driveway, Parking Areas and Walkways:** Provide Location and Finish.

\_\_\_\_\_

**8. Additional information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Additional Features:** Items listed below must be submitted separately and must be reviewed and approved by the Architectural Review Committee **prior to installation.**

*(This is not a comprehensive list. Check with ACC before making any exterior changes).*

- Fencing \*
- Decks, Gazebo, Pergolas, Trellis
- Shed
- Ponds and Water Features
- Play Equipment, Swing Set
- Sports Court

*\*(Lots 70, 72-84 must have decorative iron fencing, not to exceed four (4) feet in height)*

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**Bella Vista Homes Owners' Association**  
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*(For Use on Proposed New Residential Construction)*

In accordance with the Association's documents and Architectural Control Procedures and Guidelines, I hereby apply for written approval for New Residential Construction in the Bella Vista Homes Owners' Association.

Property Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Builder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All Architectural Review requests will be reviewed by the Architectural Control Committee (ACC) within thirty (30) days of the date they are received. Once reviewed, a signed copy of the completed request will be emailed to the builder and owners, unless the owners request another form of notification.

**ARCHITECTURAL CONTROL COMMITTEE DECISION**

**BUILDING PLANS**

APPROVED       APPROVED (WITH CONDITIONS)       NOT APPROVED

CONDITIONS/COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE *(Authorized Agent of the Architectural Control Committee)*

\_\_\_\_\_  
DATE

**PAINT/MATERIALS**

APPROVED       APPROVED (WITH CONDITIONS)       NOT APPROVED

CONDITIONS/COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE *(Authorized Agent of the Architectural Control Committee)*

\_\_\_\_\_  
DATE

**LANDSCAPING**

APPROVED       APPROVED (WITH CONDITIONS)       NOT APPROVED

CONDITIONS/COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE *(Authorized Agent of the Architectural Control Committee)*

\_\_\_\_\_  
DATE

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The Committee approvals are conditionally dependent on the final completion inspection, which will be performed by the Committee or the Managing Agent within 30 days of the completion of the project. The Committee will be performing inspections throughout the construction of the residence and reserves the right to require modifications if the quality of the finished project is deemed lesser, in either material or construction, than the generally accepted standards of the community. The Committee also reserves the right to require removal or replacement of any items installed in a location that was not previously approved.

<b>FINAL COMPLIANCE INSPECTION</b>	
Property Address: _____ Lot #: _____	
Approved As-Built/Installed <input type="checkbox"/>	NOT Approved As-Built/Installed <input type="checkbox"/>
Reason NOT approved (if applicable): _____	
_____	
_____	
_____	
_____	
_____	_____
SIGNATURE <i>(Authorized Agent of the Architectural Control Committee)</i>	DATE

It is the applicant's responsibility to follow the city requirements and conditions, Bella Vista Homes Architecture and Design Guidelines, and to protect all elements inside the Association easements, and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, the Association shall review and determine that the installation is in compliance with the approval provided. If the improvements are deemed incomplete or further work is necessitated, applicant shall be provided with a deadline for the completion of the work. If improvements are not completed to the satisfaction of the Association within the timelines provided, the Association may impose penalties and/or could result in security deposit becoming partially or fully nonrefundable.

Architectural Control Request Forms are to be sent to:

BVH USA Limited Partnership  
\*Suite 3300 - 1021 West Hastings St. | Vancouver, BC | V6E 0C3  
Phone: 604-515-5600 x115  
[ARC@CedarCoast.com](mailto:ARC@CedarCoast.com)

\*Note: FedEx or UPS will arrive sooner than regular mail.

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**CONSTRUCTION FINE SCHEDULE**

Builders are required to adhere to the installation of only those components that were approved on the Architectural Control Request Form packet submitted. Modifications to the building components cannot be made without receiving prior Architectural Control Committee approval. Builders are responsible for the actions of their sub-contractors. In order that all Builder/Owners adhere to these requirements, the following fine schedule has been implemented.

1. Non-approved component installed. .... \$15/day thereafter, until remedied
  - To be corrected within 20 days (or Board approved schedule) of first notice. Fines will be assessed for any further violation after the first notice.
2. Starting construction prior to receiving written approval from the ACC ..... \$25,000/incident
3. Contractors working outside approved work hours for community. .... \$200/incident
  - Builder will be contacted to remedy violation within 8 hours. Fines will be assessed for any further violation after the first notice.
4. Contractor blocking street traffic. .... \$200/incident
  - Builder will be contacted to remedy violation within 8 hours. Fines will be assessed for any further violation after the first notice.
5. Construction debris not contained on lot ..... \$200/incident
  - Builder will be contacted to remedy violation within 24 hours. Fines will be assessed for any further violation after the first notice.
6. Sign violations ..... \$200/month
  - Builder will be contacted to remedy violation within 24 hours. Fines will be assessed for any further violation after the first notice.
7. Construction not completed within one year of commencement, per lot..... \$1,000/month

In addition to the above fines listed, which shall be imposed for each individual occurrence, the Association retains the right to issue a Stop Work Order for any violation that occurs. The Association may also place a lien against the Lot if fines are not paid in a timely manner.

If you have any questions regarding the components that were approved for your lot(s), please contact BVH USA Limited Partnership at [ARC@CedarCoast.com](mailto:ARC@CedarCoast.com) or 604-515-5600 x115.

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**CONSTRUCTION FEES AND DEPOSIT**

**FEES:** A Non-Refundable Architectural Review Application Fee of \$ \_\_\_\_\_  
 was received from \_\_\_\_\_  
 for this New Construction Architectural Review Application to BVH USA Limited Partnership.

**DEPOSIT:** A Construction Deposit in the amount of \$ \_\_\_\_\_ For Phase/Lot \_\_\_\_\_  
 was received from \_\_\_\_\_  
 for this New Construction Architectural Review Application to BVH USA Limited Partnership.

**APPROVAL:** Upon review of all improvements, it is the determination of the Architectural Control Committee that all improvements are completed in accordance with the Architectural Control Application Approval and in compliance, with the following exceptions, if any.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFUND OF CONSTRUCTION DEPOSIT:** The Construction Deposit, together with any adjustments as calculated below, if any, shall be refunded by BVH USA Limited Partnership at the completion of each phase as all conditions have been deemed complete and in compliance by the ACC.

<b>CONSTRUCTION DEPOSIT REFUND CALCULATION</b>	
<b>Construction Deposit</b>	\$ _____
Adjustment _____	\$ < _____ >
Adjustment _____	\$ < _____ >
Adjustment _____	\$ < _____ >
<b>Net Deposit to Be Refunded</b>	<b>\$ _____</b>

\_\_\_\_\_  
 SIGNATURE  
*(Authorized Agent of the Architectural Control Committee)*

\_\_\_\_\_  
 PRINT NAME CLEARLY

\_\_\_\_\_  
 DATE

	BUILDER SIGNATURE		DATE		OWNER SIGNATURE		DATE		APP #
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