

# SOUTH BAY COMMUNITY ASSOCIATION

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

## BUILDING MAINTENANCE/REPAIR APPLICATION

SBCA-ARC approval is required for any project which changes the outward appearance, while retaining the same exterior footprint, on an existing structure. Examples: changing the color of the house; replacing shakes with composite roof shingles. (See Appendix A)

TO: Village-ARC Representative or Village HOA (Property Owners may also submit applications directly to SBCA-ARC Office)

(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 Form and related communications electronically:  
\_\_\_\_\_ Yes \_\_\_\_\_ No

### Property Information:

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

Brief Description of Project (attach additional pages if necessary):

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

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

I have notified my Notice Neighbors, as listed and described on Schedule 1: \_\_\_\_\_

Are you aware of any objection(s) to any portion of the work described in this Application? Yes (\*)  
\_\_\_\_\_ No \_\_\_\_\_

(\*) If Yes, describe the objection in Schedule 1, item 3.c., below.

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

\_\_\_\_\_  
(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). Applications submitted after**

**the second Friday of the month will generally not be reviewed by SBCA-ARC at that months SBCA-ARC meeting, but rather be reviewed the following month (unless an expedited review is requested by applicant and granted by SBCA-ARC). If Applicant is requesting an expedited review of this Application, indicate below the reason for expedited review. Applicant should, as part of neighbor notification, include in such notice the date applicant expects or requested that SCBA-ARC review the application, including any expedited review requests.**

Signature of Requesting Homeowner(s):

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

**Village-ARC or Village HOA must check the appropriate line prior to forwarding to the SBCA-ARC.**

Recommend Approval: \_\_\_\_\_ Recommend Disapproval: \_\_\_\_\_

Recommend Approval with conditions: \_\_\_\_\_

**Attach explanation of recommended conditions or reasons for recommending disapproval.**

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

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

**Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements.  
(See DS 3.1)**

# South Bay Community Association

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

## Schedule 1: BUILDING MAINTENANCE/REPAIR APPLICATION CHECK LIST

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

**1. SPECIFICATIONS:**

\_\_\_\_\_ a. 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.)**

**2. 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

**3. NOTICE TO NOTICE NEIGHBORS: (See DS 4.1.2)**

\_\_\_\_\_ a. Plat Map(s) or Other Diagram attached, identifying:  
(1) Property(ies) where application related work will be done (circle lot number)  
(2) Neighbors given notice of application request ("Notice Neighbors"), application related work, and date applicant requested that, or expects, application will be considered by SBCA-ARC. Insert letter "N" on Lots of all Direct Notice Neighbor(s).

\_\_\_\_\_ b. Notice Neighbor Details (attach additional sheets, if needed):  
Requested/Expected Date of SBCA-ARC review of your Application (should include this information in your notice to all Notice Neighbors). \_\_\_\_\_

| Village | Notice Neighbor Name and Address | Date Notice Given (*) |
|---------|----------------------------------|-----------------------|
| _____   | _____                            | _____                 |
| _____   | _____                            | _____                 |
| _____   | _____                            | _____                 |
| _____   | _____                            | _____                 |
| _____   | _____                            | _____                 |

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

(\*) Should be at least 1 week (7 days) before SBCA-ARC will review Application.

\_\_\_\_\_ c. Objections: Describe any objection(s) of which you are aware (attach additional page(s) if necessary). **Note: Neighbors do not have a “veto” right with respect to your Application, and neighbor “approval” is not required for SBCA-ARC to approve your application. However, SBCA-ARC would like to be aware of the specifics of any objections prior to considering Applications:**

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

**Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements.  
(See DS 3.1)**

## **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 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, style and location
- Replace solar panels - same size, style 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
- 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.

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

Building Maintenance/Repair Package - Revised 11-4-2020

## **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 or change location
- Add or remove hot tub or change location
- Add propane tank or change location
- Add skylights or replace with different size, style or location
- Add solar panels or replace with different size, style or location
- Add exterior light fixtures or replace with different size, style or location
- 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.**