

The Fairways ARC Project Request Form

(Prior to submission, please check the guidelines for your project under BPCA Rules & Regulations.) To be placed on the agenda, please submit project request by noon on Friday before next ARC meeting.

Date of Submittal: _____ Date Received: _____

Name: _____/Signature: _____
Lot #: _____ Street Address: _____
Mailing Address: _____, City: _____ St: _____, Zip: _____
Phone: _____/Cell: _____
Email: _____
Contractor: _____/Contractor Phone: _____

***Please note: There is a Road Impact Fee for Roofing, Driveway, Pool Installation and other projects requiring large trucks and equipment. Fee must be paid before work commences.**
Substantial work on your project must be accomplished with 90 days of approval or project will be removed from approved project list and must be re-submitted. You may contact the BPCA office if you need a time extension at 850-234-2727.

Major Remodeling: _____ Minor Remodeling: _____ Maintenance: _____

Approximate Project Start Date: _____
Estimated Time of Completion: _____

Project Type:
Roofing: _____ Tree Removal: _____ Fence: _____ Painting: _____
Pool Installation: _____ Landscaping: _____ Driveway: _____
Playground Equipment: _____

Project Description:

***PLEASE NOTE: SUBMITTAL FOR APPROVAL OF A PROJECT GRANTS PERMISSION TO COMMITTEE MEMBERS TO INSPECT YOUR PROPERTY.**

Required Documents Checklist:

- Roofing Projects:** roofing material sample/brochure _____
- Tree Removal Projects:** Trees requested for removal are clearly marked _____
- Fence Projects:** Drawing with location of fence in relation to property lines _____
Picture depicting fence type _____
Property line pins marked _____
- Painting Projects:** Paint Color Chips
- Driveway Projects:** Drawing that depicts proposed driveway project _____
Type of materials used for project _____
Picture/brochure of small sample of material used _____
- Landscaping Projects:** Drawing that depicts entire landscaping project _____
List of plants/trees used in project _____
- Pool Installation Projects:** Drawing that depicts location of pool in relation to property lines _____
Copy of pool contract _____
- Playground Equipment:** Picture/Specs (including height) of playground equipment _____
Drawing that depicts location of equipment in relation to property lines _____

----- **For Office Use Only** -----

Construction Documents:	Recv'd _____	Date: _____
BPCA & HOA unpaid assessments:	Amt _____	Paid: _____
Contractor's Work Plan for BPCA Road Use Fees:	Recv'd _____	Date: _____
BPCA Road Impact Fee(non-refundable) see attachment:	Amt _____	Paid: _____

Drawings & Specs					
Site Plan:	Recv'd _____	App _____	Date _____	Disapp _____	Date _____
Tree Removal:	Recv'd _____	App _____	Date _____	Disapp _____	Date _____
Building Plans:	Recv'd _____	App _____	Date _____	Disapp _____	Date _____
Pool Plans:	Recv'd _____	App _____	Date _____	Disapp _____	Date _____
Exterior Color/Mat	Recv'd _____	App _____	Date _____	Disapp _____	Date _____
Landscape/sprinkler	Recv'd _____	App _____	Date _____	Disapp _____	Date _____
Equipment shield	Recv'd _____	App _____	Date _____	Disapp _____	Date _____
ARC Permit Action:		App _____	Date _____	Disapp _____	Date _____

Committee Member to oversee project: _____

****Please note: If a dumpster or trailer will be used on any project please notify by email the General Manager at dhaydn@baypointflorida.org to be placed on a monthly waiver list. This will need to be sent each month that the dumpster or trailer will be on property.**

BPCA Road Impact Request

Residence Name: _____

Contact Info:

Phone _____

Email _____

Residence Address/Location: _____

Date of Request: _____

Type of Delivery:

Check all that Apply:

 Dumpster

 Concrete

 Pavers

 Pool/Gunite Truck

 Roofing Material

 Sod

Is this Hurricane Michael Related Repairs?

YES

Please Circle Appropriate Response

No

Gate Entry Location:

Please Circle Appropriate Gate

Residents

Jan Cooley

Legends

Is This a New Build?

YES

Please Circle Appropriate Response

No

Office Use Only:

Form of Payment:

Cash

Check #

Credit Card

Date Received _____