

**Bay Point West
Architectural Review Committee (ARC)
Project Request Form**

Date Submitted:		Date Received: (office)	
Owner's name:		Street address	
Cell Phone Alt Cell or Phone		PO Box	
Email Address Alt Email Email is our most expeditious method of communicating approvals or requests for additional information		City, State Postal Code	

Prior to submission, please check the guidelines for your project under BPCA Rules and Regulations.

Property owner and contractors are responsible to determine if any necessary county, state or federal permitting is required and applied for. As an example, roofing requires Bay County permitting. Approved ARC projects are on valid only if permitting is approved and issued.

Submit your request no later than the Friday prior to ARC's next scheduled meeting.

ARC meets the 1st and 3rd Tuesday of each month at 3:00 PM.

How to submit your project:

- **Email** with supporting documents to: admin@baypointflorida.org
- **Mail** or deliver to: BPCA office
 - You should receive a receipt acknowledgement within 2 working days.
 - Your project will be reviewed at the next scheduled ARC meeting.

Please complete the following:

(Providing as much detail as possible will minimize the need for delays where more information is required)

Project(s) Name (as you would like to name for future reference)

One form may be used for multiple projects that are planned for the same period. ARC may choose to break these into separate projects for tracking, however, you will not be required to submit multiple requests)

Project 1	Project 5
Project 2	Project 6
Project 3	Project 7
Project 4	Project 8

Please note: Road Impact Fees will apply to Roofing, Driveway, Pool Installation and other projects requiring large trucks and equipment. Fees must be paid before work commences.

Substantial project work should be completed within 90 days unless specified in project application. Notify BPCA office if extension is needed.

Owner Signature (type name if digital filling)	
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Scope of Project

	Exterior	Interior
Major remodeling		
Minor remodeling/updating		
Maintenance		

(note No ARC approval is required for changes to your home's interior, however road impact fees may be required based on scope of project)

Approximate start date:		Estimated completion date	
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Project Type	Check(x) Use TAB key to "X"	Comment(s)
Driveway	☐	
Exterior home entertainment area (patio cover, pergola, outdoor kitchen, Deck)	☐	
Fence	☐	
Landscaping	☐	
Painting or resurfacing exterior	☐	
Playground equipment	☐	
Pool installation or modification	☐	
Roofing	☐	
Trees	☐	
Other – brief description	☐	

Project descriptions

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Required Documents Checklist:

Roofing

Materials sample/brochure

Architectural drawings if structural change

Trees – provide

- Photos of tree(s) to be removed
- Planned location of replacement tree(s)
- If not replacing – justification
- Type of replacement tree(s)

Fence

- Drawing of fence with property lines identified
- Picture or brochure of fence type
- Please note revised fence height rules

Painting/Exterior resurfacing:

- Paint Manufacture and color name
- Or Paint sample
- Indicate if repainting same color
- Complete house repaint
- Portion of house repaint
- Repaint repaired or weathered surface

Driveway Projects:

- Drawing that depicts proposed driveway project
- Type of materials used
- Picture/brochure of or small sample of material used

Landscaping Projects

- Drawing or photo that depicts current landscape
- Identify via photo or drawing types of plants/trees to be (re)placed

Pool Projects

- Drawing that depicts location and pool shape
- Copy of pool contract

Kitchen or outdoor entertainment

- Photo or brochure of proposed equipment
- Indicate if fully mobile

Playground equipment

- Picture/Spec including height
- Drawing that depicts location and property lines

Drawings and Specs Use TAB key to "X"

	Received	Approved	Date Approved	Disapproved	Date Disapproved	Revisions needed
Site plan	☐	☐		☐		
Tree removal	☐	☐		☐		
Building plans	☐	☐		☐		
Pool plan	☐	☐		☐		
Exterior color/material	☐	☐		☐		
Landscape/Sprinkler	☐	☐		☐		
Equipment shield	☐	☐		☐		
	☐	☐		☐		

Comments ref any disapproval or revisions

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BPCA Road Impact Request

Check all that apply	Use TAB key to "X"	Comments
Dumpster	☐	
Concrete	☐	
Pavers	☐	
Pool/Gunite Truck	☐	
Roofing material	☐	
Lumber/large building materials	☐	
Sod	☐	
Heavy equipment (backhoes, trackors, etc)	☐	
Is this Hurricane Michael related repair(s)	☐	

Please check gate used Use TAB key to "X"

Residents	☐	Jan Cooley	☐	Legends	☐
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Thomas Dr gate not available for non-residents, contractors or service providers – please advise all concerned

Use TAB key to "X"

Is this a New Build. ☐

Is the current home to b. e demolished to accommodate new build. ☐

For office use only

Form of payment	Cash	Check#	Credit Card
Amount			
Date Recieved			

		Amount
Construction Document		
BPW & BPCA unpaid assessments	Yes ☐ No ☐ Use TAB key to "X"	
Contractor's Work Plan for BPCA Road use fees:		
BPCA Road Impact Fee (non-refundable) see attachment		
BPW Clerical & review fee (non-refundable)		
BPW Clean-up deposit (refundable)		

Road impact fees

Fees are determined by the work plan submitted, per the below schedule. This non-refundable road impact fee shall be payable to BPCA at the time the ARC approval is granted. submitted, per the below schedule. This non-refundable road impact fee shall be payable to BPCA at the time the ARC approval is granted.

Project Type	Road Impact Fee
New Home Construction	\$3,000
Awnings	\$0
Carport/Garage Enclosure	\$240
Driveway	\$360
Walkway	\$120
Fencing	\$0
Generator	\$0
Gutters	\$0
Landscaping	\$0
Sod	\$120

Project Type	Road Impact Fee
Outdoor Entertainment Feature	\$120
Painting Doors/Trim	\$0
Painting/Resurface Exterior	\$0
Pool	\$480
Roofing	\$120
Screened Enclosure	\$0
Solar	\$0
Sprinkler System	\$0
Tree Removal	\$120
Windows/Doors	\$0

Bay Point ARC and Roads and Grounds

This is a courtesy letter to all Bay Point West homeowners in the process of remodeling, either interior or exterior to include landscaping.

As a reminder, homes under remodel or repair are not exempt from BPCA/BPW covenants, rules and regulations.

- Lawn maintenance to include grass sod is required.
- If the property is planned for relandscaping, it should have a current ARC approved request.
- Vegetation, be it weeds or grass, must be cut or otherwise addressed on a regular basis.
- Herbicide vegetation which creates large sand areas/lots and subsequent blowing of dust or dirt is not acceptable.
- Equipment used in the remodel process must be actively in use, not visibly stored.
- Trash and construction debris should be cleared daily and properly disposed.
- Area around dumpsters should also be cleared of debris and maintained.

Self -construction projects are held to the same standards as those completed by contractors. Lengthy delays with the above issues are not acceptable.

Each ARC project has a timeline associated with the project. Extensions do need to be submitted and normally granted; however, extensions do require the owner to take steps for timely completion.

We understand the delays that may occur due to materials or contractor availability; however, our community standards need to be maintained.

Please review your project and assure your property is within the covenants and rules.

Our thanks in advance for your cooperation.

For your reference, this is an excerpt from BPCA Rules and Regulations.

12. UNSIGHTLY OR UNSAFE PROPERTY CONDITIONS.

A. Properties in Bay Point must be kept in a clean and attractive condition.

B. Yards must be fully sodded with no dying grass, bare spots, or weeds. Grass must be no more than 6" high.

C. Lots cleared for more than three months without commencing construction must be sodded and grass maintained. All other undeveloped lots must be maintained without underbrush or unsightly growth, including before and during construction where applicable.

D. All buildings and exterior features must be properly maintained and kept clean and painted.

E. All landscaping must be kept tidy and without weeds.