

Architectural Request Procedure Additional Guidance

Application:

You can download the application online from www.bluewatercovehoa.org under the committees tab. You can also request a copy from bwcbboard@bluewatercovehoa.org. You can return a completed application to the ARC Chair Person or to the same email address.

Please include ALL of the following information in your request. Your process will be delayed if any of this information is missing!

1. Completed Architectural Request Form
2. Detailed Description and Photos (showing shape, height, material, design)
3. Color Samples
4. Plat Map Showing Location of Design
 - a. This plat map must show setbacks – including measurements – from property lines and any easements that affect the construction
 - b. The design can be hand-drawn over the plat map
5. Impervious Surface Calculations – *refer to the ARC request form for additional information*

Approval Process:

Do not begin work until your application has been APPROVED and you receive the notification of approval in writing from the Homeowner Association. Unapproved exterior changes are a violation of the Covenants and owners may be responsible for the cost of restoring the property to the original condition and possible fines for non-compliance.

The Architectural Review Committee has 15 days from receipt of a **complete application** to approve or deny. If a request is returned to the homeowner to request additional information, then the ‘clock’ will stop, and the approval window will restart after the additional information has been received by the Board. Please be attentive to any email requesting more information on your ARC application so that it can be processed quickly.

Approval and Construction:

Once you receive notification that your ARC request has been approved, you may begin work.

Three months after your approval is received, you will need to provide a photo of your completed project to the ARC. If the construction has not been completed, please provide an expected completion date and a photo can be provided at the end of construction. The Covenants allow for up to one year to complete the project.

If you have any questions about this process, please see the ARC Guidelines and Covenants, or you can request more information through your ARC Chair Person or BOD at bwcbboard@bluewatercovehoa.org.