

**Beachwalk AERC Home Addition Application** (revised Oct 4, 2021)

Please complete this form online, save it and email it along with all attachments to Kristen D'Agostino at **kristen@harborcovmanagement.com** in one email. In subject box, include last name and address of property.

Homeowner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Beachwalk Address: \_\_\_\_\_

Email Contact: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Please briefly describe the scope of work desired including the timeframe:

**Please Check** to confirm submission of all items that apply to your project:

**Site Plan** - If addition changes the footprint of your house the plan requires a drawing with consistent scale /a" = 1 'which includes:

1. \_\_\_ Street address, lot number and neighborhood
2. \_\_\_ Lot with dimensions drawn to scale (with maximum lot coverage)
3. \_\_\_ Location of structures & accessory structures with sizes and setbacks including garbage corals
4. \_\_\_ Location and Size of landscaped areas
5. \_\_\_ Location and Size of all driveways, walkways, and patio areas (if change)
6. \_\_\_ Front, Side, and Rear Yard Setbacks (if change)
7. \_\_\_ Foundation plans for all improvements on the lot, unless foundation is a slab on grade
8. \_\_\_ Fence Location and design (if change)
9. \_\_\_ Location of required parking spaces
10. \_\_\_ Location of proposed exterior equipment likely to emit noise audible from areas adjacent (AC)
11. \_\_\_ Proposed tree preservation method (all trees with diameter 6"+)

**Architectural Drawings** (if change from current home)

12. \_\_\_ Street address, lot number and neighborhood with drawing scale noted
13. \_\_\_ Overall Building Layout and Dimensions- Square footage of home, porches, and decks

- 14. \_\_\_ Elevations of each side of building drawn to scale
- 15. \_\_\_ Maximum Building Height allowed by neighborhood & actual height
- 16. \_\_\_ Height of Main Floor (Main House) above grade at center of street
- 17. \_\_\_ Height of Main Floor (Guest House) above grade at center of street
- 18. \_\_\_ Show all other Floor Heights

**Color/Material Plan** - must include address, and labels for location (exterior, trim, etc)

- 19. \_\_\_ Color swatches
- 20. \_\_\_ Exterior materials list (i.e. roof, siding, fence, patio, etc.)

\_\_\_ **If Applicable,**

**Landscape Plan** - If not submitted now, a separate landscape application and fee will be required before landscape can be completed, and Builder's Deposit returned

- 21. \_\_\_ Street address, lot number and neighborhood with drawing scale noted
- 22. \_\_\_ Outline of all existing or proposed buildings and other improvements on the Lot
- 23. \_\_\_ Boundary Lines of the Lot
- 24. \_\_\_ All existing elevations and proposed land contour lines having at least two feet intervals
- 25. \_\_\_ Proposed sidewalks or alternative pedestrian ways
- 26. \_\_\_ Size, species, and spacing (on center) of all proposed trees, landscaping and ground cover
- 27. \_\_\_ Size, species, and spacing (on center) of all existing trees, landscaping, and ground cover
- 28. \_\_\_ Variances requested? See attached

**Please Check**

\_\_\_ Homeowner/BPOA Agreement Signed and attached (see [beachwalkhomeowners.com/AERC](http://beachwalkhomeowners.com/AERC))

\_\_\_ Contractor's Security Agreement Signed and attached (see [beachwalkhomeowners.com/AERC](http://beachwalkhomeowners.com/AERC))

\_\_\_ Application Fee of \$250 payable to Beachwalk (BPOA) via check mailed to P.O. Box 181, New Buffalo, MI 49117 or online through PayLease/ZEGO via [www.beachwalkhomeowners.com](http://www.beachwalkhomeowners.com).

\_\_\_ Builder Security Deposit in the amount of \$1,000 as security by check payable to the BPOA and delivered to Harbor Cove Management for deposit in a security deposit account with Horizon Bank to be held by the BPOA pending completion of the residence to be built by Builder in the Beachwalk

development and the occurrence of certain other conditions. (see Builder's Security/Escrow Agreement for more details)

\_\_\_ All my assessment payments are up to date

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**The AERC meets monthly to review all pending applications. Please ensure that your application is complete prior to submitting to the AERC for approval. Incomplete applications will be returned and will delay the review process.**