

Beachwalk AERC New Home 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 - 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
6. ___ Front, Side, and Rear Yard Setbacks
7. ___ Foundation plans for all improvements on the lot, unless foundation is a slab on grade
8. ___ Fence Location and design
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

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
- 19. ___ Indicate roof slopes

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

- 20. ___ Color swatches
- 21. ___ (Exterior) Materials List (i.e. roof material, siding material, fence material)

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

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

Please Check

___ Homeowner/BPOA Agreement Signed and attached (see beachwalkhomeowners.com/AERC)

___ Builder's Security Agreement Signed and attached (see beachwalkhomeowners.com/AERC)

___ Application Fee of \$500 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.

___ Builder Security Deposit in the amount of \$5,000 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.