

**Owner's Contact Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Architect's Contact Information**

\_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Business Name Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Contractor's Contact Information**

\_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Business Name Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Project Information**

Permits: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
*Land Use Permit Number Septic Permit Number*

Size: \_\_\_\_\_  
*Main Level Total Square Feet Upper Level Total Square Feet Other Square Feet if applicable*

Height & Site: \_\_\_\_\_  
*Maximum Building Height (as defined by the design regulations) Building sited within envelope (y or n)*

**Signatures**

*This application must be accompanied by the appropriate checklist, a copy of the approved land use permit, a copy of the approved septic permit, two sets of plans, a 2'x2' material board(s), and the initial review fee deposit. The plans must be drawn to scale and the name of the project must be shown on the cover sheet of the plans. This application must be signed by the Owner, Architect, & Contractor in order to begin the review process. By signing this application, the applicants agree to conform to all Owner's Association (BPPOA's) design regulations and subdivision rules, including zoning regulations, and state that they have reviewed all of the applicable Owner's Association (BPPOA) documents.*

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Architect's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Project Submittal check list (circle yes or no for each item and attach separate sheet for comments if necessary)**

**GENERAL**

\$750 Initial Plan Review Fee Deposit (yes - no)

**INCLUDED WITH SITE PLAN (scale 1"=20' or 1"=16')**

Square footage summary (yes - no)

Building height calculations (yes - no)

Original and or replatted property boundaries (yes - no)

Easements and setbacks (yes - no)

Existing and proposed contours at two foot intervals (yes - no)

Building footprint (yes - no)

Utility meters (yes - no)

Transformers (yes - no)

Utility and trash enclosure (yes - no)

Service lines for water, sewer, gas or propane tank, telephone, cable TV and electric service (yes - no)

Proposed roads, walks, driveways, parking, decks, terraces and all site improvements (yes - no)

Materials to be utilized for construction of roads, walks, driveways, decks and terraces (yes - no)

Surface drainage and snow storage locations (yes - no)

Subsurface drainage showing inlet and outlet locations (yes - no)

Finished floor elevations (yes - no)

**BUILDING DRAWINGS (scale 1/4" = 1'-0", 1/8" = 1'-0")**

Floor Plans showing square footages (yes - no)

All exterior elevations showing finished grade, materials, windows, doors, colors, graphics, details and lighting (yes - no)

Door and window details (yes - no)

Exterior lighting fixture cut sheets (yes - no)

Roof material (yes - no)

Primary roof pitch (yes - no)

Secondary roof pitch (yes - no)

Cold Roof details (yes - no)

Exposed flashing (yes - no)

Maximum uninterrupted glass area (yes - no)

Service areas (yes - no)

Exterior material samples and colors (yes - no)

Details for material interfaces (yes - no)

Exterior colors (yes - no)

**LANDSCAPE PLAN (same scale as Site Plan)**

Identification of trees to be removed (yes-no)

Extent and location of all plant materials and landscape features (yes - no)

Plant schedule identifying material by scientific nomenclature, quantity, size and roof system treatment (yes - no)

Proposed treatment of all ground surfaces (turf, groundcover, mulch, pavers, etc.) (yes - no)

Extent of all turf and other areas to be mowed and irrigated (yes - no)

Existing plant materials and natural site features (e.g. creeks) which are to remain on site (yes - no)

Proposed seed mixes and rate (yes - no)

Lighting location type and wattage (yes - no)

Exterior signage (yes - no)

Revegetation treatment for steep banks (yes - no)

Details of special features such as fencing, etc. (yes - no)  
NOTE: Water features of any kind are prohibited

**IRRIGATION PLAN (same scale as Site Plan)**

Location of all pipe, heads, valves, and controllers (yes - no)

Location of critical landscape elements that will be irrigated (delineation of sod areas, planting beds, walkways, etc.) (yes - no)