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NOTE: The Board has adopted the following guidelines for review of requests: (1) To maintain and enhance the economic value of the buildings; (2) To preserve the architectural style of the buildings; (3) To maintain uniformity among and between buildings; (4) To preserve open spaces; (5) To prevent homeowners from imposing visual or structural intrusion upon their neighbors.

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## **Environmental Committee Application**

We hereby request approval by the BHVA Environmental Committee (EC) for the work described below:

**Homeowner Name(s):**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**HOA:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone: Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Mobile** \_\_\_\_\_

### **Instructions:**

1. Reference the [Environmental Committee Rules and Regulations dated July 1, 2016 and updated May 2021](#) (ECRR), to review the process, rules and guidelines, as well as the documentation requirements related to the submission of requests for review by the Environmental Committee.
2. Complete and sign all required sections of the Environmental Committee Application, including the Homeowner's Affidavit (Part C).
3. Forward the EC Application and all required documentation, including any additional information specific to the project per Sections 3 and 4 of the ECRR, to 30 Golfside Circle Canandaigua, NY 14424 or submit via email to [cluffman@kenrickfirst.com](mailto:cluffman@kenrickfirst.com)

## Part A:

**Describe Project:** Include description of project, dimensions, shapes, color/color scheme, specific location, materials, and product spec sheet if appropriate. To expedite process, please be as specific and complete as possible. Attach separate sheet if necessary.

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### Purpose of Request (check one):

Exterior alteration to existing structure or lot (go to Part B1)

New construction on lot (go to Part B2)

New use of lot (go to Part B3)

### Part B1: Request for Exterior Alteration to Existing Structure

Please provide all the following required information/documentation:

#### Contractor/Builder Name:

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#### Address:

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#### Phone:

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**Attach (as appropriate):** ○ Document providing location, square footage, setbacks, maximum height, exterior materials/finish, exterior lighting, landscape place, tree removal, any additional comments

- Site map with building area marked and all architectural renderings
- Photos
- Contractor's Certificate of Insurance
- Samples of materials to be used, colors, etc
- Written approval from neighbors (if requested)

**Anticipated Starting Date and Completion Date:**

\_\_\_\_\_  
Building Permit is applied for \_\_\_\_ or owner certifies that no building permit is required \_\_\_\_  
*NOTE: Prior to starting any construction, owner must provide a copy of any required building permit to the EC.*

**We understand and agree to the construction rules for builders and contractors as outlined in [Section 5 of the ECRR](#).**

**Homeowner Signature(s):** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Part B2: Request for New Construction**

Please provide all the following required information/documentation:

**Contractor/Builder Name:**  
\_\_\_\_\_

**Address:**  
\_\_\_\_\_

**Phone:**  
\_\_\_\_\_

- Attach:**
- Document providing square footage, setbacks, maximum height, exterior materials/finish, exterior lighting, landscape plan, tree removal, any additional comments
  - Site map with building area marked and all architectural renderings
    - Contractor’s Certificate of Insurance and proof of contractor’s worker’s compensation
    - Samples of materials to be used, colors, etc.
  - Written approval from neighbors (if requested)

**Anticipated Starting Date and Completion Date:**

\_\_\_\_\_  
Building Permit is applied for \_\_\_\_ or owner certifies that no building permit is required \_\_\_\_  
*NOTE: Prior to starting any construction, owner must provide a copy of any required building permit to the EC.*

We understand and agree to the construction rules for builders and contractors as outlined in [Section 5 of the ECRR](#).

Homeowner Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Part B3: Request for New Use

Provide all relevant information as to the purpose and rationale for the request for new use of property, and the resulting impact on Bristol Harbour Village. Additional information will be requested by EC, depending on nature of request.

Homeowner Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

### Environmental Committee / HOA:

APPROVED

APPROVED WITH CONDITIONS

NOT APPROVED

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Conditions:

\_\_\_\_\_  
\_\_\_\_\_

## Part C: Homeowner(s) Affidavit

I have read, understand and agree to abide by the rules and regulations as put forth in the document entitled, [Environmental Committee Rules and Regulations dated July 1, 2016 and updated May 2021](#). In return for approval, I agree to further acknowledge the responsibility for the following:

- Complying with all requirements of New York State, Ontario County and the Town of South Bristol, including codes, laws, and regulations, as well as obtaining any permits (to be done by the Contractor).
- Prior to any construction, obtaining written approval from the EC and umbrella HOA, if applicable.
- Complying with the conditions of approval of this variance request (if applicable).
- Agreement that only the items explicitly in this application are being considered, and no other work is being approved by the EC by means of this application.
- To complete the project according to the approved plans. If variance is not completed as approved, said approval will be revoked and any modification shall be removed by the owner at the owner's expense.
- Agreement that any violation of BHVA or EC rules related to this application may result in the EC approval being withdrawn, and if withdrawn, all work must immediately stop.
- Ensuring appropriate drainage plan has been implemented (where necessary).
- Ensuring all areas affected by the project's construction are restored to their original pre-construction condition.
- Inform Kenrick, in writing, when work has been completed so a final inspection may be made.
- All work must be completed no later than twelve (12) months after the date of application approval.

By signature below, I additionally agree to inform anyone I hire of these rules and regulations as they pertain to this project. If I am in default of any rules or regulations, I realize that I may be subject to penalties if I do not correct the situation immediately. This application is not deemed complete until a final photo of the project has been submitted to the management office. By receiving an approval from the Environmental Committee and/or BHVA, the undersigned applicant hereby agrees, at its own expense, to defend, indemnify and hold harmless the Bristol Harbour Village Association, its board of directors and all members of the Environmental committee against any and all claims, lawsuits, causes of action, judgments, or other liability, arising directly or indirectly from the approval.

**Homeowner Signature(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_