

**Waterview Association, Inc.**  
**P. O. Box 1041**  
**Oak Bluffs, MA 02557**

**Application for Architectural Review**

APPLICANT NAME: \_\_\_\_\_ LOT #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CONTACT: \_\_\_\_\_

\_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROJECT: \_\_\_\_\_ DATE: \_\_\_\_\_

In accordance with the Waterview Association’s Architectural Requirements and to facilitate consideration by the Architectural Review Committee and Board of Directors, please submit two reproducible copies of the following information to the President of the Waterview Association at the above address. Electronic copies of this application and plans are preferred.

**Site Plan** – Locate all property boundaries according to your deed showing “in place” monument locations on your plan. Show all existing and proposed structure(s) with appropriate setbacks, driveway, septic system, means of construction access and utility trench locations. Show existing and proposed ground elevations and grades for the Site. Please stake footprint of proposed work in the field. Please specify any details that deviate from the Architectural Requirements.

**Building Plan** – Provide a complete set of construction plans (each page signed and dated). Include elevation views for each side and show all decks, railings, fences and outbuilding(s). All plans & specifications must include materials composition. **These plans must be the same as those submitted to the Oak Bluffs Building Department as application for a Building Permit.**

**Septic** – For new or upgraded properties (as required by the Oak Bluffs Health Department) provide one copy of engineered septic plan.

**Height** – Within the building plans, show height of existing and proposed structure relative to existing grade. Show elevation(s) at top of foundation (using an onsite benchmark as a reference).

**Structural Specifications:**

- siding; width, type and color
- chimney; building material
- windows & doors; type, make, model # and color
- exterior; materials composition and color
- foundation; building materials& composition

Note: For minor projects (fences, walls, gates and outbuildings) subject to review by the Association, please contact the President for clarification of application submission requirements.