

## **MIDDLE ISLAND PROPERTY OWNERS ASSOCIATION GUIDELINES FOR NEW CONSTRUCTION AND RENOVATIONS THAT ALTER THE EXISTING FOOTPRINT OR ELEVATION**

1. To expedite and clarify the process, contact the MIPOA ARC first before any preliminary site planning.
2. Once the ARC is contacted, you will receive information regarding the ARC review process and specific items unique to Middle Island.
3. Develop your site plan and receive approval from the MIPOA ARC.
4. Once approved, contact the BHA ARC to fill out an application and submit your site plan.
5. Submit to BHA ARC preliminary design
6. Submit to BHA ARC drawings and landscape plan for final review.
7. Once the final approval letter and building permit are received, send applicable Construction/Landscaping/Road Cut Deposit and impact fee to the MIPOA treasurer.
8. Periodic inspections will occur during construction. Upon completion including road cut approval, you will receive the Certificate of Occupancy and your construction deposit will be returned.

### **EXTERIOR HOUSE CHANGES AND ROOF COLORS**

- Fill out a change application with the BHA ARC for approval.

(Middle Island roof colors should blend with the environment: greens, browns, grays, etc.)

Complete Middle Island ARC guidelines and fees can be found on the MIPOA website ([middleislandpoa.com](http://middleislandpoa.com))

### **VILLAGE TREE CUTTING ORDINANCE**

Both the ARC and the Village have the power to fine property owners for cutting trees over three inches in caliper at four feet above grade without a permit from the Village Building Inspector -Village Ordinance NO. 2001-019.