

## Temporary Architectural Review Guidelines

Due to the precautions necessary to prevent the spread of COVID-19, the following temporary process changes regarding project submittals are in place until further notice:

- As of right now, the Architectural Review process is continuing as usual, however all meetings are being held remotely using GoToMeeting. Details are sent out for each meeting. Please be prepared to utilize this software.
- **Please note that all printed plans should be sent to Selby's and Jess will pick them up on the Friday after the Thursday deadline for which the project is submitted – please make sure the prints are paid for and are ready for pick up by Jess from BSOA.**
- All review fee checks should be mailed to the BSOA, ATTN Jess Bevilacqua. Same for performance deposits – please include with those your signed and initialed performance agreement.
- **For all electronic and printed plans, please reference our application and be sure that all site plans, lighting plans, height calculations, dimensions, and everything else are complete and accurate – it is difficult and time consuming for staff to request additional information and updated plans after the original plan is submitted. Remember that if an application is submitted with missing items, staff has the option to postpone the submittal to a later BSAC meeting. Also, please submit a clear photo of the material board for presentation purposes.**
- Material boards and samples may need to be left outside the office prior to the BSAC meeting. Covering the materials with a plastic bag to prevent damage and clearly noting the project are recommended. Please contact Jess to make arrangements.
- Staff will continue to do aesthetic reviews as appropriate. If your project is complete, please contact Jess for requirements and to arrange an inspection.
- We realize there are extensive delays with materials right now, among other things. If you need a project extension, please email [jess@bigskyoa.org](mailto:jess@bigskyoa.org) with a brief description of the cause of your delay and the new expected completion dates for construction and landscaping.
- **We have cancelled the July 2 BSAC meeting this year. Please plan accordingly. Space on agendas may be limited during the busy summer months so please take advantage of the slower spring months and submit your application early if you can!**

As most of us are working from home, please contact Jess direct via email with any questions and please do not leave any voicemails at the office. Any changes or updates will be communicated [here on our website where the agendas are posted.](#)

Thanks and stay well!