



**MID-MICHIGAN'S FINEST
RECREATIONAL COMMUNITY**

**Property Owners Association
Gladwin, Michigan**

ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE

CONSTRUCTION PAMPHLET & PERMIT APPLICATION

Revised by the AECC and Approved by the Board of Directors on October 18, 2014;
Amended by the Board of Directors March 19, 2016

989.426.0939

aecc@sugarsprings.net

Sugar Springs Property Owners Association (SSPOA)

Architectural and Environmental Control Committee

CONSTRUCTION PAMPHLET

The enclosed documents specify the requirements for approval by the Architectural and Environmental Control Committee. Please read them carefully and provide all the materials requested, including the appropriate fee to ensure timely consideration by the committee. An incomplete submission or variation from requirements of the Declaration of Covenants and Restrictions of the Development, or this Construction Pamphlet will most likely defer the approval process or cause a denial of the permit.

The Architectural and Environmental Control Committee as established by the Covenants and Restrictions serves to protect and preserve, to the extent feasible, the values, amenities and qualities of the Development. (Article VII, Section 1.)

A building project is usually a major undertaking and is frequently a contractual matter between the owner and a contractor or builder. To insure your interests are protected against failure to perform, against mechanics liens, or other legal matters, owners are encouraged to consult his/her attorney.

Although the Architectural and Environmental Control Committee is not responsible for enforcement of state and local governmental regulations/requirements, it is very concerned that the integrity of the development be maintained and therefore strongly supports compliance with those regulations by the property owners.

SUGAR SPRINGS PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL & ENVIRONMENTAL CONTROL COMMITTEE

ATTACHMENTS: "Sugar Springs Permit Application"
Site Plan - Example
"Building System Approval Report" - Example

OBTAINING A SUGAR SPRINGS BUILDING PERMIT
FOR HOME OWNERS AND CONTRACTORS

1. Please read completely “The Declaration of Covenants and Restrictions for Sugar Springs” and this Construction Pamphlet
2. The “Architectural & Environmental Control Committee” must approve all construction or lot modifications. The Architectural & Environmental Control Committee meets at 9:30 A.M. on Monday mornings in the basement of the Activity Building to review plans, material samples, colors, etc. submitted for approval. *The Committee shall render its decision regarding the permit within fourteen (14) days after receipt of the fully completed application together with all required house plans, site plans, specifications, color samples and after examining said plans, specifications, samples, etc. and viewing the proposed site. (Article VII, Section 4, Declaration of Covenants and Restrictions).*
3. In addition to a Sugar Springs building permit, you may also be required to obtain permits from one or more of the following governmental agencies.

Gladwin Building Department	989/426-5931	Construction Permit
Gladwin Building Department	989/426-5931	MI State Plumbing Permit
Gladwin Building Department	989/426-5931	MI State Mechanical Permit
Gladwin Drain Commission	989/426-7561	Natural Drainage Changes
Gladwin Road Commission	989/426-7441	Culvert / Ditch Work
Gladwin Zoning Administrator	989/426-4787	Property Line Setbacks
Gladwin Department of Public Works	989/426-6913	Soil Erosion Permit
MI Department of Environmental Quality	989/894-6200	Waterfront/Seawall Improvements
Butman Township Sewer Department	989/426-4351	Sanitary Sewer Permit

4. CONSTRUCTION CODE COMPLIANCE
All homes in Sugar Springs (Including but not limited to new construction, renovation of existing homes and all new or pre-owned manufactured homes) must be constructed in accordance with the standards set forth in the State of Michigan Residential Building Code and must meet other standards set forth in the Bylaws and Covenants. *All homes, new or pre-owned, must have a roof pitch of 5/12 minimum.*
5. PERMIT REQUIRMENTS (*Article VII, Section 4, Covenants*)
At least thirty (30) days before the contemplated commencement of any such constructions or improvements, the owner(s) of the Lot(s) (area) shall submit, or cause to be submitted, to the Committee, a written application for a permit the application must be accompanied by three (3) complete sets of plans and specifications for the proposed division, construction or improvement. The plans shall include lot (area) plans showing the location of all structures or improvements existing on the Lot (area) and the location of the proposed construction or improvement. The plans and specifications for construction or improvement shall also depict the elevations of any building or structures, set forth the type and color of all exterior materials proposed, and to the extent to which trees are to be cut and the topography of the Lot (area) transformed.
6. DWELLING SIZE (*Article IV, Section 4 Covenants,*)
No dwelling house shall be erected or maintained on any lot:
 - a. Having more than two stories, or
 - b. Having a ground floor area of less than 760 square feet , or
 - c. Having a minimum width of less than 24 feet, unless otherwise approved by the Architectural & Environmental Control Committee.

NOTE: In Islanders Realm, the dwelling must have a ground floor area not less than 1,100 sq. ft. or a minimum width of less than 25 feet. (*Article IV, Section 4, Amendment*)

7. PLACEMENT OF BUILDINGS ON LOTS (*Article IV, Section 5, Covenants*)

The following setback requirements shall govern the placement of buildings on Lots: No building, porch, deck or projection shall be erected or maintained on any property closer than 35 feet from the rear property line, nor closer than 10 feet from any side property line, nor closer than 35 feet from any street line, nor closer than 75 feet from the normal high water lines of Lake Lancelot or Lake Lancer.

The site plan submitted with the permit application must detail the relationship between the structure and the exterior boundary lines of the lot as well as to the requirements of setback from those property lines. (See example of detailed site plan attached).

In addition the corners of the property and the corners of the proposed structure must be staked on the site so the committee can view these as part of their review procedure.

8. BUILDING COLOR (*Article IV, Section 6, Covenants*)

“All buildings must be roofed with a dark colored roofing material or cedar shingles or shakes and all buildings exteriors shall be stained, painted, in a natural color, compatible with the landscape. All exterior materials must be approved by the Architectural & Environmental Committee”

Historically, this section has been interpreted by many, including individual property owners and committees, to mean only dark colors, earthen tones, dark greens, dark blues, dark browns, etc. were acceptable and that any whites or bright colors were prohibited by restrictions and therefore not acceptable.

Despite the noted interpretation above, an inspection of premises does produce a large number of storm doors, storm windows, trellis's, regular windows, garage doors, building panels, and a variety of other items on lots that are white or light in color and for the most part, are toned down by the overall conditions so as to not conflict with the landscape. It must be generally concluded that with few exceptions, the buildings and sundry structures are compatible with the landscape. In view of this condition, and in view of the belief that the intent of this section was indeed to insure “a natural color compatible with the landscape”, the Architectural & Environmental Control Committee adopts the following policy and procedure to fulfill this section.

- a. All requests for building permits will be reviewed for overall colors to insure natural landscape compatibility. The Committee will adopt a range of preferred colors but may approve exceptions to the preferred colors, if, in its judgment, the specific exception does not violate the intent of the section.
- b. Committee will attempt to secure applications for changes to colors or other landscape changes and apply the same principles to changes.
- c. The Committee will maintain samples of Board approved colors or review.

9. CONSTRUCTION SITE MAINTENANCE (*Article IV, Section 8 & Section 9*)

The construction site shall at all times be maintained so as to prevent the accumulation of building material debris and to eliminate the spread of such items to adjoining properties. It is recommended/encouraged that a ‘dumpster’ be maintained on site for the duration of the construction – 6 months maximum. Disposal of materials on site by burning or burial is not acceptable and will not be allowed.

10. COMPLETION OF CONSTRUCTION (*Article IV, Section 6, Covenants*)

All building exteriors, including exterior color, rough grading and soil stabilization shall be completed within six (6) months from the date construction begins.

11. ENFORCEMENT (*Article XI, Section 5, Covenants*)

Enforcement of the Covenants and Restrictions of this Declaration shall be by any proceeding at law or in equity against any person violating or attempting to violate any such Covenant or Restriction, to restrain violation or to recover damages, and against the land to enforce any lien created by this Declaration.

12. APPLICATION FEES

Home	\$100.00
Garage/Carport	\$50.00
Addition – House or Garage	\$50.00
Outbuildings or addition to	\$20.00
Lot Modification (<i>except trees</i>)	\$20.00
Trees	\$0.00
Camping Pad and/or Driveway	\$20.00
Color/Material Change	\$0.00
Dock/Hoist	\$20.00
Seawall (<i>need DEQ Permit</i>)	\$0.00
Well and/or Sewer	\$0.00
Shore Stabilization (<i>need DEQ Permit</i>)	\$0.00
Beach Work (<i>need DEQ Permit</i>)	\$20.00
Vacant lot by owner For Sale Sign	\$20.00
Other items not specified, such as Deck, deck cover, deck enclosure Dog pen, gazebo, or the like	\$20.00
Setback Variance Request	\$125.00
Lot Consolidation	\$1,500.00

- Fees must be paid at the time of application
- Failure to obtain the proper permit or approval prior to starting any work or physical activity on any project requiring a permit or approval does NOT relieve the property owner from the obligation of obtaining the required permit.
- Permits obtained after starting work or physical activity will incur a permit fee of TWO HUNDRED AND FIFTY DOLLARS (\$250.00) for the first occurrence, plus meeting the requirements of the covenants and regulations of Sugar Springs. The second and subsequent occurrence(s) of a failure to obtain prior approval for the same or any other project will incur a permit fee of FIVE HUNDRED DOLLARS (\$500).
- NOTE: In the occurrence of an unexpected event, such as storm or wind damage to a building or trees on the property, corrective action may begin immediately without prior approval and will not incur any additional fee, provided any action taken meets the requirements of the Covenants and/or the Rules and Regulations of Sugar Springs AND the proper application(s) is/are submitted within ten (10) days of the event.

13. ALL NEW CONSTRUCTION REQUIRES THE FOLLOWING ITEMS TO BE SUBMITTED TO THE POA OFFICE FOR THE APPLICATION TO BE CONSIDERED
- a) Building Permit Application Form, completed in full and legible including applicable fee
 - b) Copy of Recent Survey of lot by a licensed surveyor with side property lines staked by surveyor for a new home, garage and most additions All structures must meet setback requirements of the Sugar Springs Covenants
 - c) Three (3) complete sets of Architectural Drawings *Including: Floor Plans, Site Plan, Foundation Plan, Two (2) elevation views*
 - d) Color/material samples (exterior, trim, roofing)
 - e) Drainage Plan Including: *Details of topography, indicating changes to normal surface water runoff caused by proposed structure.*
 - f) If waterfront lot: Indicate (in detail) the shoreline stabilization work proposed and DEQ permit for the same.
 - g) Upon receipt of any Gladwin County permit, the permit number and approval date shall be submitted to the A&E Committee.

14. SHORELINE WORK

It is without question that the lakes are the major feature of this Development and their protection is critical. You need to be aware that the Department of Environmental Quality does regulate the type and extent of improvement allowable on waterfronts. The covenants also require approval from the Architectural and Environmental Control Committee prior to removing from or adding any material to the shoreline or constructing any structure at the shoreline. A permit is also required from the Gladwin County Soil Conservation Commission. Copies of all approvals must be provided to the A&E Committee.

15. SANITARY SEWER

Butman Township – Waste Water Sewer System

When a property owner requests to hook up to the township’s main sewer system, the property owner shall contact Butman Township for local and county requirements.

United Water: (989) 426-4351 Ext. 22
Butman Township: (989) 426-4351 Ext. 27

16. CAMPING ON LOT DURING CONSTRUCTION

Property owners who have a home under construction will be permitted to camp in their trailer on a lot approved by the A&E Committee (unless the realm excludes camping) for a period not to exceed six (6) months subsequent to the beginning of construction with one possible extension (from the time ground is broken) or until a occupancy permit has been issued whichever occurs first, without being in violation.

17. FOUNDATIONS

The following represents the policy and existing interpretation of the subject matter as adopted by the AECC on 1/1/12.

The covenants require any building in Sugar Springs to have a full foundation. However, storage sheds under 200 square feet are not required by Gladwin County to have a foundation and historically have not been required by the Architectural and Environmental Control Committee to have a foundation. Also, garages constructed using “pole type “ construction meet Gladwin Counties requirements for a foundation and have been approved by the Architectural and Environmental Control Committee for garages only, providing all other requirements are met, such as siding and roofing matching the house.

18. DOCK PERMITS

The Covenants require that a building permit is obtained and a plot plan showing where the dock will be located in regard to distance from lot lines. Docks can be no wider than 4'0" or longer than 20'0".

19. INFORMATION REGARDING WATER WELLS AND WATER SUPPLY

Wells in general: A four or five inch diameter well and vertical turbine type submersible pump is recommended. Smaller diameter wells in combination with vacuum or jet type pumps could give unsatisfactory service or be impossible to operate under drought or high water demand conditions. Should you have any questions concerning wells, contact the Central Michigan District Health Department, 103 W. Bowery Street (989/426-9431), or a well drilling company. A permit is required from the health department. .

20. PRIVATE SWIMMING POOLS

All outdoor private pools, above ground, in ground and portable "wading" pools twelve (12) feet in diameter or larger or more than 100 square feet in area require approval from the Architectural and Environmental Control Committee prior to installation.

Prior to approval, the committee requires the following steps be completed.

- a) A completed Sugar Springs "Permit Application" including three (3) copies of a plot plan showing the location of the pool in respect to all other buildings on the property all critical dimensions, including those to the property lines must be shown as setbacks will apply.
- b) Pool, including any deck must be staked
- c) Property lines must be staked (may require survey)

Note: Pools must be located in back or side yard behind any leading edge of house.

21. PRE-OWNED HOMES

Anyone desiring to rebuild, reassemble, reconstruct, relocate, install or place a pre-owned home on a lot in Sugar Springs must provide written documentation, including recent pictures to the Architectural and Environmental Control Committee confirming the building meets the following requirements prior to the Architectural and Environmental Control Committee issuing a building permit.

- a) Be less than ten (10) years old when ready for occupancy in Sugar Springs. If factory built, a "Building System Approval Report" certifying "modular" and having a wood flooring system must be submitted to the Architectural and Environmental Control Committee. An example of this report is attached.
- b) Meet the requirements of the covenants, not more than two (2) stories, and minimum width of twenty four (24) feet, installed on a full foundation.
- c) Siding, trim and roof colors must be approved by the Architectural and Environmental Control Committee.
- d) Have a minimum roof pitch of 5/12.
- e) Minimum ground floor area of 760 square feet of living space.

In addition to the above requirements the following items must be provided with the application:

1. Building Permit Application Form, completed in full and legible including applicable fee
2. Recent Survey of lot by a licensed surveyor with side property lines staked by surveyor for a new home, garage and most additions. All structures must meet setback requirements of the Sugar Springs Declaration of Covenants
3. Three (3) complete sets of Architectural Drawings *Including: Floor Plans, Site Plan, Foundation Plan, Two (2) elevation views*
4. Color/material samples (exterior, trim, roofing)

5. Drainage Plan *Details of topography, indicating changes to normal surface water runoff caused by proposed structure.*
6. If waterfront lot: Indicate (in detail) the shoreline stabilization work proposed and DNR permit for the same.

22. NEW MODULAR HOMES

Anyone desiring to build, place or install a new modular home in Sugar Springs must provide the Architectural and Environmental Control Committee with written documentation that the home will meet the following requirements:

- a) Built to the State of Michigan Residential Building Code (formerly BOCA).
- b) If factory built, a "Building System Approval Report" certifying "modular" and having a wood flooring system must be submitted to the Architectural and Environmental Control Committee. *An example of this report is attached*
- c) Has a minimum roof pitch of 5/12.
- d) Has a minimum width of twenty-four (24) feet.
- e) Has a minimum ground floor area of 760 square feet of living space.
- f) Front of the house has a covered porch or dormers or other decorative features.
- g) Siding, trim and roof colors must be approved by the Architectural and Environmental Control Committee with samples provided.
- h) Be installed on a full foundation.

In addition to the above requirements the following items must be provided with the application

1. Building Permit Application Form, completed in full and legible including applicable fee
2. Recent Survey of lot by a licensed surveyor with side property lines staked by surveyor for a new home, garage and most additions all structures must meet setback requirements of the Sugar Springs Declaration of Covenants.
3. Three (3) complete sets of Architectural Drawings *Including: Floor Plans, Site Plan, Foundation Plan, Two (2) elevation views*
4. Color/material samples (exterior, trim, roofing)
5. Drainage Plan *Details of topography, indicating changes to normal surface water runoff caused by proposed structure.*
6. If waterfront lot: Indicate (in detail) the shoreline stabilization work proposed and DNR permit for the same.

23. STORAGE SHEDS

A property owner desiring to have delivered or construct storage shed must meet the following requirements.

1. Submit a completed "Application for Building Form" with the appreciate fee
2. Provide color samples (must be similar to existing house)
3. Provide plot plan showing location of storage shed – may require survey
4. Allowed only with existing home
5. Must be the only unattached building
6. Under 200 square feet does not require foundation

24. OUTSIDE FURNACES

Outside organic fuel burning furnaces are not permitted in Sugar Springs.

25. SUGAR SPRINGS PROPERTY OWNERS APPEAL PROCESS

Property owners who are “in good standing” and receive a notice of non-compliance or a violation notice and who feel the notice is inaccurate may request a meeting to discuss the issue with the Appeals Committee, which consist of the General Manager, the President of the Board and one (1) additional POA Board member. The request for a hearing must be made within thirty (30) days of the date on the notice or letter.

DEFINITIONS

ATTACHED GARAGE – An attached garage must share all or part of at least one wall with the dwelling house. The shared portion of the wall shall contain a doorway between the garage and the dwelling. The shared wall shall be such that it requires and meets the fire protection requirements of the State of Michigan Residential Building Code. In addition, the roof of the entire structure shall be of the same material and be similar in pitch.

DOCK – A structure no more than four (4) feet wide and projecting no more than twenty (20) feet into the water. The location of the dock must meet the side setback requirements of the covenants.

DECK – A platform or flat structure wither attached or unattached to a building. The location of the deck must meet the side setback requirements of the covenants.

DOG RUN – A dog run or dog pen shall not be more than eight (8) feet wide or more than fifteen (15) feet long or more than six (6) feet high. Construction shall be of well-supported chain link fencing or other sturdy well supported material. It shall meet all setback requirements of the covenants and in addition be no closer to any road than the leading edge of the house. Only one (1) is allowed per lot or contiguous lots.

GAZEBO – A structure placed on a homeowners’ property and used for seating or as a decoration. A gazebo shall not be considered an outbuilding. It may have a roof and must be “open” sided. Placement of a gazebo must also meet the setback requirements of the covenants. However, in no case shall a gazebo be the only structure on the property.

PORCH – A covered structure generally not enclosed attached to a dwelling.

OUTBUILDING – A building separate from, but accessory to a main house.

BUILDING – A roofed and walled structure built for permanent use.

HOUSE – A Building intended for human habitation, especially one used as the residence of a family or single tenant.

GARAGE – A shelter or non-commercial repair shop for automotive vehicles.

SHED – A slight structure built for shelter or storage; A single story building with one (1) or more sides enclosed.

FENCE – The Covenants state in Article IV Section 7 *“Every tank for the storage of fuel that is installed outside any building on any Lot shall be either buried below the surface of the ground or painted and screened by fencing or shrubbery to the satisfaction of the Committee.*

Boundary fences on individual properties shall be prohibited except when specifically approved by the Committee.”

Decorative fences are not specifically covered, but would be allowed if approved by the Committee. A decorative fence is ornamental in nature and is not intended to, nor does it impede crossing of the boundary between properties. It shall not be continuous along any property line.

WELL HOUSE- A building containing a pump, pressure tank and associated items for water supply. Maximum

Dimensions are 4' 0" x 5' 0" and side walls no higher than 30". All colors and materials must be approved by the A&E Committee. Well houses are not considered outbuildings.

LOT MODIFICATION - Lot Modification is defined as any activity that dramatically changes the appearance of any lot such as cutting down or removing trees, adding large amounts of fill, removing large amounts of material or dramatic changes to the contour or slope of the lot. It does not include normal landscaping activities such as planting flowers, shrubs or small trees or establishing flower or vegetable gardens.

Lot Modification on camping lots is limited to leveling, by grading adding necessary material (not concrete, asphalt or other permanent material) to form a base for a camping unit and removing those trees necessary to provide space for camping and access to that space.

Building System Approval Report - Example

BUILDING SYSTEM APPROVAL REPORT
 Michigan Department of Labor & Economic Growth
 Bureau of Construction Codes & Fire Safety
 Plan Review Division
 P.O. Box 30254
 Lansing, MI 48909
 (517) 241-9328

Authority: 1972 PA 230 Completion: Mandatory Penalty: Approval shall be revoked	The Department of Labor and Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political belief. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
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This document shall be considered the building system approval report by the construction code commission and shall be accepted by any jurisdiction within the state of Michigan subject to that jurisdiction's determination of compliance with the state construction code.

MANUFACTURER DATA

MANUFACTURER: Skyline Corporation 1209 S Division Street PO Box 217 Bristol, IN 46507	COMPLIANCE ASSURANCE PROGRAM NO.: CA-469
	BUILDING SYSTEM APPROVAL REPORT NO.: P-04-41467
	TYPE OF APPROVAL: New System

DESIGN DATA

DESCRIPTION OF MANUFACTURED MODEL: B923M 62'0" 54'0"x32'0" Ranch over Basement, Reverse Basement, Crawlspace, Reverse Crawlspace with Various Options			
USE GROUP: R3	CONSTRUCTION TYPE: VB	OCCUPANT LOAD: N/A Persons	TYPE OF UNIT: Modular
ROOF LIVE/SNOW LOAD: 46.2/69.3/80.9 PSF	FLOOR LIVE LOAD: 40 PSF	GROUND SNOW LOAD: 40/60/70 PSF	
WIND SPEED: 90 MPH	ROOF DEAD LOAD: 15 PSF	FLOOR DEAD LOAD: 10 PSF	HEATING DEGREE DAYS: 9316

APPLICABLE STATE CODES

Building – 2003 MRC	Electrical – 2003 MRC	Mechanical – 2003 MRC	Plumbing – 2003 MRC
LIMITATIONS OF APPROVAL (IF ANY): The specific options and loads shall be identified for each unit manufactured. HVAC equipment and duct work is subject to the approval of the local enforcing agency.			

CERTIFICATION

REVIEWED BY:

 James Greene, Plan Reviewer

ISSUED DATE:

October 11, 2004

AGENCY OFFICIAL:

 Irvin J. Poke, AIA, Chief, Plan Review Division

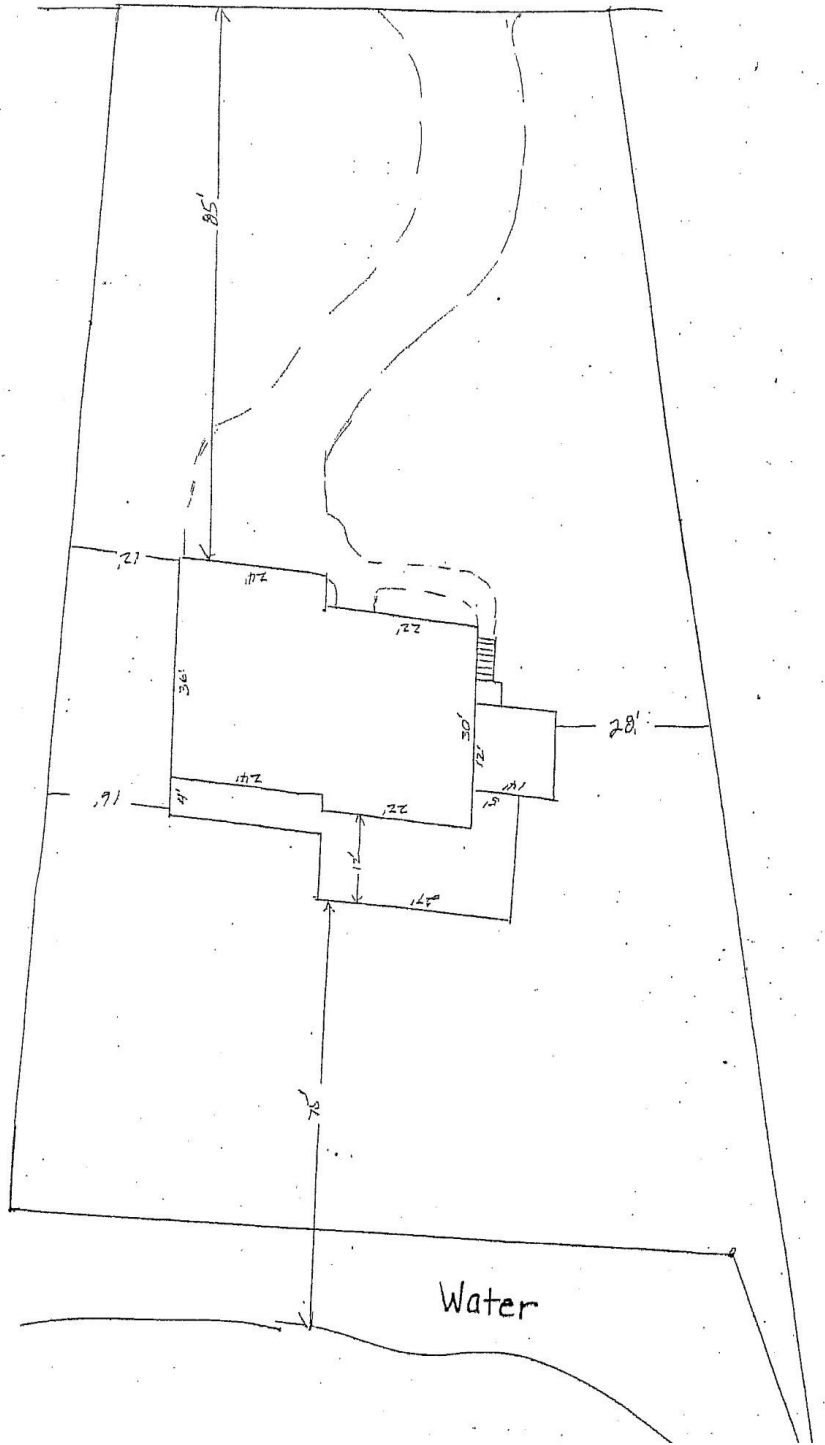
PUBLISHED DATE:

October 14, 2004

cc: Underwriters Laboratories Inc.

Site Plan Example

Road



Realm _____ Lot # _____

Sugar Springs Permit Application

POA Membership #	Application Date:
Realm & Lot #	Applicants Name:
Sugar Springs Address:	Mailing Address:
Proposed Starting Date:	Phone Number:

FOR OFFICE USE ONLY

SEQUENCE

APPROVAL DATE

CONST TYPE

START DATE

REALM & LOT #

FEE PAID

All new homes constructed in Sugar Springs and all additions or renovations to existing homes must meet the current "State of Michigan Residential Building Code" (formally BOCA). All new or pre-owned factory built homes must include the "Building System Approval Report" certifying "modular" from the manufacturer and be constructed with a wood floor system. All homes must have a minimum roof pitch of 5/12. For a complete list of requirements, check the current Constructive Pamphlet.

1. We submit our plans and required fees for construction or improvement as follows:

Type of Permit (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> A. Dwelling | <input type="checkbox"/> G. Lot Modification |
| <input type="checkbox"/> B. Garage / Carport | <input type="checkbox"/> H. Variance |
| <input type="checkbox"/> C. Addition | <input type="checkbox"/> I. Other (i.e. dog pens, gazebos, etc.) |
| <input type="checkbox"/> D. Outbuilding | <input type="checkbox"/> J. Seawall (DEQ Permit Required) |
| <input type="checkbox"/> E. Private Dock or Hoist | (DEQ Permit No: _____) |

NOTE – If applying for an unattached garage permit, any other outbuilding (shed, etc.) on your property must be removed within 6 (six) months from the date of this approval.

2. **Submitted Site Plan Drawn to Scale** (Required except for Color/Material change or Sign)
NOTE: Prior to approval the corners of the lot must be staked along with the proposed building (or addition).

3. **Dwelling Size**

Exterior Dimensions _____
 1st Floor Living Area _____ Sq.Ft.
 Total Living Area _____ Sq.Ft.

4. **Colors & Materials:** Samples Must Be Submitted (will not be returned)

	Sample Provided		Sample Provided		Sample Provided
HOME Siding		Shutters		GARAGE Siding	
TRIM Doors		Soffit		Doors	
Windows		Fascia		ROOF Shingles	
Eaves troughs		Peaks		Brick / Stone	

5. **Architectural Drawings**
Three (3) Sets Required, one will be retained in the A & E file.
6. **Copy of Recent Survey**
*Including property lines staked by licensed Surveyor.
 Required for all Dwellings and Garages, Additions, Outbuildings or other construction.*
7. **Drainage Plan Submitted** – *Required for Dwelling*
8. **Owner Built** – *Will you be camping on lot during construction (please circle) yes or no*
9. **Contractor Built - Contractor Name and Builders License #.** _____
10. **Gladwin County Permit # & Date Received.** _____

TYPE OF LOT MODIFICATION

Please check all that apply

FILL, REMOVE OR GRADE TERRAIN

_____ Type of Fill

*Must include detailed drawing showing area involved elevations before and after proposed work.
 Must include description of drainage after proposed work.*

SHORE STABILIZATION / BEACH WORK / SEAWALL

DEQ Permit Number # _____

CAMPING LOT ONLY

WELL and/or **SEWER**

CAMPER PAD &/or DRIVEWAY

_____ Type of Material for Pad and/or Driveway

*Must include detailed drawing showing location of camper pad, location of camping unit on pad.
 Include dimensions of camping unit to property lines.*

SKETCH INFORMATION AREA – ATTACH ADDITIONAL SHEETS IF NECESSARY

Please be advised that the exterior, including exterior color and rough grading, shall be completed within six (6) months from the date construction begins.

Article IV, Section 6 of the Declaration of Covenants and Restrictions

The Architectural & Environmental Control Committee nor any agent thereof, nor the Development, nor the Association shall be responsible in any way for any defects in plans, specifications or other supporting materials submitted to us, nor for any work according thereto.

Article VII, Section 5 of the Declaration of Covenants and Restrictions

I / We the above have read the Covenants & Restrictions applicable to Sugar Springs and the Architectural & Environmental construction brochure and do solemnly swear that the information set forth above is true and complete and recognize that any deviation from the enclosed plans and specifications could result in a revocation of the permit issued pursuant to this application. Such revocation could result in legal action by the Sugar Springs Property Owners Association, to enforce the Covenants and Restrictions.

Note: This permit is valid for 6 months from the date of approval.

Signature: _____
PROPERTY OWNER **DATE**

Signature: _____
BUILDER/AGENT OWNER **DATE**

Signature: _____
A&E APPROVAL **DATE**

APPLICATION FEES

Home	\$100
Garage/Carport	\$50
House Addition	\$50
Outbuilding (or addition)	\$20
Lot Modification (except trees)	\$20
Camping Pad and/or Driveway	\$20
Dock and/or Hoist	\$20
Beach work (DEQ Permit required)	\$20
Vacant Lot For Sale Signs by Owner	\$20
Setback Variance Request	\$125
Lot Consolidation	\$1500
Other Items not specified	\$20

(e.g., deck, deck cover, deck enclosure, dog pen, gazebo) If your request is not listed ask.