



SUGAR SPRINGS PROPERTY OWNERS ASSOCIATION

5477 Worthington Court

Gladwin, MI 48624

989/426-4111

sspoa@sugarsprings.net

January 1, 2008

To: All Builders and Property Owners

Re: Construction Requirements and Approvals at Sugar Springs Effective 01/01/08

The Architectural & Environmental Control Committee wishes to emphasize that all construction and improvements on property in Sugar Springs must meet the *State of Michigan Residential Building Code* (formally BOCA Code) and comply with the *Restrictive Covenants*. All construction and improvements must be approved in advanced by the Architectural & Environmental Control Committee. All contractors, developers and property owners must understand that the harmony and design of buildings in Sugar Springs is an important part of our environment at Sugar Springs and the Sugar Springs Property Owners Association will actively take the steps to protect and promote compliance with all building requirements.

In regards to color code, *Article IV, Section 6* of the **Covenants of Sugar Springs**, (which must be followed by everyone who owns property or purchases property) states:

All exteriors must be approved by the Architectural and Environmental Control Committee.

Natural colors include earth tone colors. Samples of approved natural colors are available for viewing in the A & E Conference Room.

All property owners must submit plans (or have their contractor or developer submit plans) for approval, in advance of construction. House plans and site plans that are submitted for approval shall be accompanied by samples of roofing, siding and paint chips. Further, all trims, which include windows, overhangs, fascia, shutters, garage doors, peaks, decks, etc. shall be in harmony with the selected colors.

Sincerely,

**SUGAR SPRINGS PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL & ENVIROMENTAL CONTROL COMMITTEE**

Richard Buell

Mike Tackebury

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 to ensure timely consideration by the committee. An incomplete submission or variation from requirements of the Declaration of Covenants and Restrictions of the Development 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**

**OBTAINING A SUGAR SPRINGS BUILDING PERMIT
FOR HOME OWNERS AND CONTRACTORS**

1. Please read completely "The Declaration of Covenants and Restrictions for Sugar Springs".
2. The "Architectural & Environmental Control Committee" must approve all construction or lot modifications. Additionally as appropriate the following State and local Governmental Agencies control construction/improvement activities and must be contacted. See also page titled Gladwin County Construction Code.

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	989/686-8025	Waterfront/Seawall Improvements
Butman Township Sewer Department	989/426-4351	Sanitary Sewer Permit

3. **Construction Code Regulations Sugar Springs**

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.

4. **Construction or Improvement Permit (Article VII, Section 4, Covenants)**

At least fourteen (14) days before the contemplated commencement of any such constructions or improvements, the owner(s) of the Lot(s) (area) shall submit 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. Two copies of the plans will be returned to the property owner. 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. SAMPLES OF SIDING MATERIALS AND COLORS AND ROOFING SAMPLES MUST BE SUBMITTED. THEY WILL NOT BE RETURNED. INDICATE THE EXTENT TO WHICH TREES ARE TO BE CUT AND THE TOPOGRAPHY OF THE LOT (AREA) TRANSFORMED.

NOTE: CONTRACTORS AND OWNERS SHALL FOLLOW THE ABOVE PROCEDURE. NO EXCEPTIONS.

5. 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. Approved colors are on display in the office.

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).

6. **Dwelling Size (Article IV, Section 4,)**

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 1000 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 Including Camping Units (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, vinyl sided, in a natural color, compatible with the landscape. All exterior materials must be approved by the Architectural & Environmental Committee". **Approved color samples are on display in the A&E Control Committee conference room.**

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 Committee on Architectural & Environmental Control 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) The Committee will attempt to secure applications for changes to colors or other landscape changes and apply the same principles to changes.

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 Work** (*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. Failure by the Association or any Owner to enforce any Covenant or Restriction shall in no event be deemed to waiver of the right to do so thereafter.

12. **Application Fee**

Home	\$ 100.00
Garage	\$ 50.00
Addition	\$ 50.00
Outbuildings	\$ 10.00
Lot Modification	\$ 10.00
Camping Pad	\$ 10.00
Color Change	\$ 10.00
Dock	\$ 10.00
Seawall	\$ 10.00
For Sale Sign	\$ 10.00
Lot Consolidation	\$ 1,200.00

Miscellaneous – Permit Required – NO FEE

Driveway, well, sewer connection, temporary power poles, grading, filling & contouring, tree removal.

Fee must be paid at the time of application. Failing to obtain a permit PRIOR to the start of work being performed will result in the doubling of permit fees.

13. **The Committee requires the following to be submitted to the office of the Sugar Springs Property Owners Association:**

- a) **Building Permit Application Form**, completed in full and legible.
- b) **Survey** of lot by a licensed surveyor for home / garage construction. All structures must meet setback requirements of the Sugar Springs P.O.A.
- 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: *Location & Size of driveway culvert together with proper permit forms from Gladwin County Road Commission. Details of topography, indicating changes to normal surface water runoff caused by proposed structure. Details of disposal for sump waters, weep tiles, etc. required by construction. Indicate size and location of discharge pipes.*
- f) If waterfront lot: Indicate (in detail) the shoreline stabilization work proposed and DNR permit for the same.

14. **Driveways & Culverts**

As more homes are constructed in the Development and as more lots are improved with driveway access, the integrity of the ditch and swale system designed to handle the surface water runoff is challenged. The County Road Commission is very concerned about this matter. It requires that a permit be obtained from their offices before the culvert is installed. This process allows the county engineer to give direction as to the size of culvert needed. In the long run that could save you considerable expense, compared to installing an inadequate culvert and later being required to replace it with the proper size and/or material. **CULVERTS MUST BE INSTALLED PRIOR TO START OF CONSTRUCTION.**

15. **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.

16. **Sanitary Sewer –**

Butman Township – Waste Water Sewer System

1. When a property owner requests to hook up to the township's main sewer system, the following procedures must be followed:
 - a. A bonded contractor, approved by the township, must be hired by the property owner to install the owner's private sewer. The private sewer commences at a residence, place of business or designated point on a private lot, and ends at the point where the connection is made to the sewer main. All contractors must apply for a State Plumbing Permit and State Inspection. A list of approved contractors can be obtained at the township office or will be mailed upon request.
 - b. The property owner (or the owner's agent) must apply for a permit through Earth Tech Incorporated, the operator of the Butman Township WWSS. The cost depends upon the type of installation requested by the owner and is known as a *Capacity Purchase Permit*. The current costs (which are subject to change at any time) are as follows:

Residence Permit:	\$2550
Private Lot Permit:	\$1050*

 The above costs include a fee of \$50 for inspection by Earth Tech, when the owner's contractor is ready to install the private sewer to the main system. **All costs are due and payable upon application for the permit(s).**
2. *When the owner of a private lot decides to build a residence or other structure requiring a sewer, the owner must apply for a *Conversion to Residence Permit* at a cost of \$1500. This permit must be paid **before construction begins on the structure**. If not paid as indicated, a penalty fee of an additional \$750 will be assessed; along with any legal or collection fees necessary for the township to recoup the lost revenue.
3. The installation, maintenance and/or other costs associated with the operation of a private sewer **must be paid by the property owner**. This includes all contractor costs that may occur as a result of a sewer connection that requires additional time and/or materials to complete.
4. After installation, all users of the Butman Township WWSS **are charged a quarterly fee of \$75** (subject to change at any time). Delinquent accounts are subject to late fees and/or other penalties if no effort is made to keep the account current. Lot owners who wish to disconnect from the system must pay all contractor fees involved; along with a Sewer Disconnect Permit of \$50. If the sewer is reconnected, all charges as outlined in Paragraph 1, section B above, will apply.

5. Sewer inspections are made by Earth Tech each week Monday through Thursday.... no inspections are made on Friday. If you have any question(s) regarding the above or wish to receive a copy of the Butman Township Sewer Ordinance, please contact us as follows:

Earth Tech: 989.426.4351 Ext 22
Butman Township: 989.426 4351 Ext 27

17. **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.

18. **Foundations & Manufactured Homes**

The following represents the policy and existing interpretation of the subject matter as adopted by the AECC on 9/11/02.

Any building (shed) exceeding 200 square feet erected on any lot must have a county building permit and a full foundation. The intent of this is to provide that a perimeter footing and wall be the principal support of all structures exceeding 200 square feet.

NOTE: *Manufactured structures that are provided with a steel base including "four" steel I beams running lengthwise of the dwelling are not within this interpretation.*

Manufactured Homes meeting the *State of Michigan Residential Building Code* (formally BOCA) must also have a 5/12 minimum roof pitch and a wood floor system.

As a further interpretation:

1. All structures, regardless of style or purpose must be submitted to the AECC for approval for:
 - a) Architectural approval including construction plans, materials, design, color, etc.
 - b) Site location on the lot. (Article IV, Section 5)
2. Outbuildings to be used as storage shed, if not of a size requiring County Department Building Permit (200 square feet) may or may not have a foundation at the option of the owner. Color, location, and architectural plans are subject to approval by AECC. Outbuildings are defined as a structure exceeding a height of 42" and/or exceeding 20 square feet. Only one unattached structure is allowed, excluding the well house. **NOTE: OUTBUILDINGS MAY NOT BE INSTALLED UNTIL HOME IS BUILT.**
3. Carports, interpreted as having a roof, but not an integral part of the dwelling may be used with or without a full foundation at the option of the owner. If it is to be enclosed and becomes a part of the dwelling, a full foundation is required, and is subject to all restrictions and building codes.
4. An attached garage must have a full foundation (with 42" footings) and share at least part of one wall with the dwelling house. The shared wall shall be such that it meets the fire protection requirements of the Gladwin County Construction Code. In addition the roof of the entire structure shall be of the same material, color and similar in pitch.
5. Well house buildings, on vacant lots, that are no larger than 4'0" x 5'0" floor plan, with side wall heights of 30" with approved siding and roof colors. Well houses are not considered unattached structures.

19. **Dock Permits**

The AECC requires 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".

20. **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 this department. The cost is \$101 and includes the fees for water sampling, testing, etc.

21. **GUIDELINES AND CRITERIA FOR SIGNS IN SUGAR SPRINGS FOR HOME/LOT OWNERS, REAL ESTATE BROKERS/AGENTS, BUILDERS & TRADES PEOPLE**

ALL SIGNS are subject to approval by the Architectural and Environmental Control Committee (AECC) prior to their display, as to conformity to the Covenants and this policy as to color, size, contents, etc. Any sign in violation will be removed without prior notification.

ALL SIGNS must be self supporting, must not be placed on trees or on any building, shall not exceed six (6) square feet in size and shall be constructed of natural materials and/or finished in natural colors, and are further subject to the rules below.

HOME/LOT OWNERS:

1. Signs for rummage, garage, or yard sales or signs advertising personal items such as a boat, motor, or vehicle(s) for sale, may be used up to three (3) days without AECC permission, unless the AECC specifically notifies the member that approval for future signage is required.
2. Home Owner desiring to sell property with a residence, without a real estate broker/agent may post a 'For Sale' sign specifically approved by the AECC for that purpose. Approval must be obtained prior to posting sign.
3. OWNERS of lots, without a residence, who wish to post a 'For Sale' sign on their property must purchase and use the standard AECC signs available thru the POA office for a \$10 fee payable in advance. In addition, the owner must provide particular information about the lot in a file maintained specifically for that purpose at the POA business office. This file will be made available to anyone inquiring, at the POA office, regarding the purchase of property. The lot owner must update the information at least annually in order to remain on file.

REAL ESTATE BROKERS/AGENTS:

1. Vacant lots may bear a "For Sale" sign which conforms to Appendix A in size, construction, content, and color. The sign may not be placed on a road right-of-way. The cost of acquisition, installation and maintenance of the sign will be the responsibility of the individual real estate broker/agent.
 - APPENDIX A-** Approved signs used on vacant lots: shall be eight (8") inches in height and twelve (12") in width, painted on front side, specifically being Pittsburgh Paint color Kentucky Green or its equivalent. Sign letters shall be not more than one and one quarter inches (1.25") inches in height, and shall be painted using Pittsburgh Paints color Caterpillar Yellow, or its equivalent. Self adhesive numbers/letters may be used to indicate the lot number and realm code letter only. Sign shall be mounted on a two inch by two inch (2" x 2") treated wood post such that the top of the sign shall not be more than forty eight (48") inches from the ground level. Sign shall further conform to the diagram specified below.
 - Line 1:** shall consist of the words: "FOR SALE"
 - Line 2:** shall indicate the lot and realm. The word "Lot" and the word "Realm" shall be painted on the sign. The lot number and the abbreviation for the realm name may be shown using self adhesive numbers purchased commercially.
 - Line 3:** shall be painted to indicate the name of the real estate company holding the current listing, abbreviated if necessary to fit the available space.
 - Line 4:** shall be displayed to indicate the telephone number of the real estates company holding the current listing.
2. Broker/Agent "For Sale" signs (other than those specified in Appendix A), approved by the AECC may be posted **ONLY** on lots with a residence.
3. Real estate brokers ' "For Sale" signs are permitted only if a listing is currently in effect for the parcel; no 'holdover' sign or signs erected on the basis of oral listing or oral extensions of listings are permitted. The Association shall have the right to require prompt evidence of any brokerage listing. Real estate brokers will monthly provide a listing of lots currently under a listing at the Development.
4. If a parcel is sold, the "For Sale" sign may remain up to 30 days after closing, with a "Sold" label affixed on the front of the sign permitted.
5. Signs which identify property as being subject to an open house or model (unoccupied building used for resale or promotion of future contracting) may be erected upon approval of AECC; these signs may be used on weekends and public holidays only
6. No broker/agent may place a sign on his dwelling that states or implies the location of a place of business thereon.

BUILDERS & TRADES PEOPLE:

1. No tradesman/builder may place a sign on his dwelling that states or implies the location of a place of business thereon.
2. Identification signs for trades people or builders, used to mark the site of current work for deliveries, etc., may be put in place upon commencement of construction or work, and must be removed within 30 days of completion or occupancy, with a six (6) month maximum period. Maximum size of sign is 6 square feet.

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The AECC may adopt interpretive statements from time to time to provide guidance to the Association management in enforcing this policy, with the AECC retaining the authority to approve, revise, or disapprove any administrative decision of the Association's management.

The Association may appoint as sign enforcement agents various persons, who may be then authorized to retrieve signs that do not conform to this policy and to provide for proper storage thereof and notification of the persons who appear to be using such sign.

Agents of the SSPOA will remove non-conforming signs.

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22. GUIDELINES FOR PRIVATE SWIMMING POOL CONSTRUCTION

1. A building permit must be obtained from the AECC Committee for the construction of a private swimming pool, above ground, below ground or any portable (wading pools over twelve (12) feet in diameter or an area exceeding one hundred (100) sq. feet.)

THE APPLICATION SHALL PROVIDE THE FOLLOWING INFORMATION:

- A. Name of Owner – Lot Number & Realm
- B. Site plan specifying dimensions, site location of pool
- C. Nearby buildings, public utilities and easements

Below ground pools must have plans & specifications to scale of pool, wall slope, bottom, walkway, diving board, piping & valve layout

2. SETBACK RESTRICTIONS:

In ground pools:

- Side lot clearance to be not less than ten (10) feet
- Rear clearance to be not less than thirty five (35) feet
- Not less than ten (10) feet to the nearest building
- Not less than twenty five (25) feet from the fresh water well

Above ground pools:

- Side lot clearance to be not less than ten (10) feet
- Rear lot clearance to be not less than thirty five (35) feet
- Not less than ten (10) feet horizontally from any building
- No closer than twenty five (25) feet from fresh water well

3. Indoor pool in ground construction:

Indoor pools, if attached to main structure, shall conform to building code requirements, set back requirements and any requirements applicable to the main structure. Indoor pools in a detached structure shall comply with all buildings, zoning and setback requirements for a detached structure – limitations of one (1) detached building is in effect, compliant to prior AECC Construction requirements regarding building designs and colors.

4. A distance of at least three (3) feet horizontally must be maintained between a permanent pool to any sewer.
5. A distance of three (3) feet shall be maintained between any portion of the pool to any underground water, electrical, telephone, gas or other pipes and conduits except for parts of the pool system.

GENERAL RESTRICTIONS

Above ground pools shall be at least four (4) feet high surrounded by a deck with an access ladder that can be lifted and locked so as to make pool inaccessible to unauthorized personnel.

Below ground pools must have a chain link fence that shall surround pool and patio areas only and shall not constitute a boundary for any property with a minimum of five (5) feet in height.

Below ground pools shall be surrounded by a secure chain link fence of suitable height and equipped with a lockable gate, which shall be locked when not in use by owner or his assigns. Fence can be no closer than ten (10) feet to pool's edge.

PRIVATE POOLS MUST BE LOCATED IN THE REAR OR SIDE YARD

22. 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.

1. Be less than ten (10) ten 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.
2. 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.
3. Siding, trim and roof colors must match those on display in the Architectural and Environmental Control Committee's meeting room and not be faded, dull, damaged or dirty.
4. Have a minimum roof pitch of 5/12.
5. Minimum ground floor area of 1000 square feet of living space.

23. ALL NEW HOMES

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

1. Built to the State of Michigan Residential Building Code (formerly BOCA).
2. 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*
3. Has a minimum roof pitch of 5/12.
4. Has a minimum width of twenty-four (24) feet.
5. Has a minimum ground floor area of 1000 square feet of living space.
6. Front of the house has a covered porch or dormers or other decorative features.
7. Siding, trim and roof colors must match those on display in the Architectural and Environmental Control Committee's meeting room and not be faded, dull, damaged or dirty.
8. Be installed on a full foundation.

24. OUTSIDE FURNACES

Outside furnaces are not permitted in Sugar Springs.

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; An enclosed trailer on a camping lot.

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.

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: 1977 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-459
	BUILDING SYSTEM APPROVAL REPORT NO.: P-04-41467
	TYPE OF APPROVAL: New System

DESIGN DATA

DESCRIPTION OF MANUFACTURED MODEL: B923M 62'0" x 54'0" x 32'0" 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

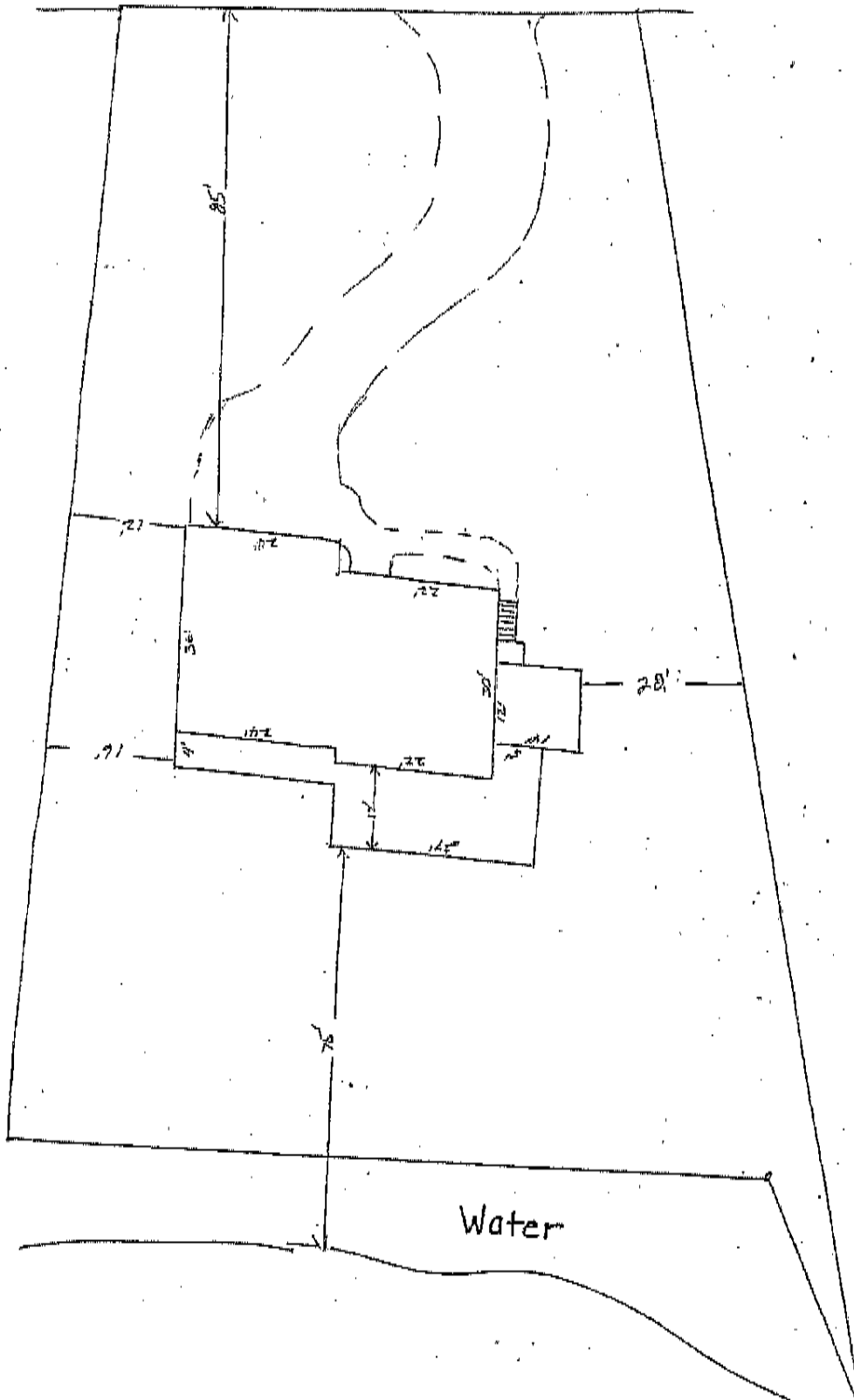
PUBLISHED DATE:

October 14, 2004

cc: Underwriters Laboratories Inc.

Site Plan Example

Road



Name _____
Realm _____
Lot # _____

Sugar Springs Application For Building Form

POA Membership # _____ Application Date: _____

Realm & Lot # _____ Applicants Name: _____

Sugar Springs Address: _____ Mailing Address: _____

Proposed Starting Date: _____ Contact Phone Number _____

All new homes constructed in Sugar Springs and all additions or renovations to existing homes must meet the "State of Michigan Residential Building Code 2003" (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:

(See Application Fee Schedule in the Construction Pamphlet #12)

Type of Permit

- A. Dwelling **
- B. Garage / Carport *
- C. Addition**
- D. Outbuilding ** If applying to remove trees, all trees being removed must be clearly marked to be visible from the road.
- E. Dock
- F. Color Change **
- G. Lot Modification (See back of form) →
- H. Variance
- I. Other _____
- K. DNR File # _____
- L. For Sale Sign

NOTE - If applying for an unattached garage permit, any other outbuilding (shed, etc.) on your property must be removed within 30 days of completion.

2. Submitted Site Plan Drawn to Scale (Required except for color change or For Sale Sign)

NOTE: Prior to approval by "AECC" the corner of the lot, plus corners of construction must be staked.

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 files

6. Survey Submitted

7. Drainage Plan Submitted - Required for House

8. Owner Built - Will you be camping on lot during construction (please circle) yes or no

Contractor Built NAME _____ Residential Builders Permit # _____

9. CULVERT MUST BE INSTALLED PRIOR TO START OF CONSTRUCTION.

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

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, 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.

PROPERTY OWNERS Signature: _____ DATE: _____

BUILDERS Signature: _____ DATE: _____

A&E APPROVAL Signature: _____ DATE: _____

A&E APPROVAL Signature: _____ DATE: _____

FOR OFFICE USE ONLY

SEQUENCE

APPROVAL DATE

CONST TYPE

START DATE

REALM & LOT #

FEE PAID

TYPE OF LOT MODIFICATION - Please check all that apply

CUT TREES

_____ Number to Cut

_____ Number of trees two (2) inches or more in diameter remaining on lot

FILL, REMOVE OR GRADE TERRAIN

_____ Type of Fill

If beachfront DEQ Permit Number # _____

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

CAMPER PAD & 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.*