

LAKEWOOD SHORES PROPERTY OWNERS ASSOCIATION, INC  
Architectural Application.

The Declaration of Covenants and Deed Restrictions for our community requires that you obtain the approval of the Architectural Control Committee (ACC) before commencing any new construction, improvements or alterations to your home or lot. To obtain this approval, please complete this form and deliver along with the required copies of plans and other related material to the office of Lakewood Shores Property Owners Association, Attn. ACC, 7701 E. Cedar Lake Drive, Oscoda, MI. 48750.

Any compliance with Local Government Ordinances and Building Codes regarding architectural/structural changes and additions are strictly between the Homeowner and these regulating bodies. It is your responsibility to contact these regulating bodies as required. If further architectural and/or design changes are to take place, which are not part of this application, applicant must submit a new application for the proposed improvements.

The undersigned owner acknowledges and agrees that:

1. No work on the proposed improvements/construction shall commence until I have received written approval of my final plans from the Architectural Control Committee (ACC) and have satisfied any and all conditions of such approval.
  
2. My failure to obtain the required ACC approval of any improvements/construction or to comply with all applicable architectural standards will constitute a violation of the Architectural Control Policy and I may be required to modify or remove such improvements at my sole expense.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

LAKWOOD SHORES PROPERTY OWNERS ASSOCIATION, INC.  
APPLICATION FOR ARCHITECTURAL REVIEW/APPROVAL OF PROPOSED  
EXTERIOR CHANGES/ADDITIONS/SHEDS, ETC

**MEMBER INFORMATION**

OWNER'S NAME: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE \_\_\_\_\_

**SITE INFORMATION**

SUBDIVISION: \_\_\_\_\_ LOT#: \_\_\_\_\_

FACING STREET(S): \_\_\_\_\_

**CONTRACTOR INFORMATION**

BUILDER: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SCOPE OF WORK (ie: shed, deck, detached garage etc): \_\_\_\_\_

\_\_\_\_\_

ANTICIPATED START DATE: \_\_\_\_\_

ANTICIPATED COMPLETION DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

APPLICATION FEE: \$25 PAID: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_

DATE REFERRED TO COMMITTEE CHAIR: \_\_\_\_\_

## **ACKNOWLEDGEMENT AND ENDORSEMENT**

I, the undersigned, certify that I am the owner of the property described on the reverse. I also acknowledge that the project to which this application applies will be completed in accordance with the policy on architectural control set by Lakewood Shores Property Owner's Association, Inc. Further, I acknowledge and agree to the following:

- a. Construction will be completed no later than \_\_\_\_\_ as required by the building and use restrictions applicable to my property to include all exterior finish. Minimum landscaping and a paved driveway will be completed no later than \_\_\_\_\_. No one shall occupy the home until a Certificate of Occupancy has been issued.
- b. The Plans, as annotated, will be used for construction and any changes must be approved in writing prior to implementation. For the purpose of this approval, "plans" including all drawings, site plans, sketches and checklists used by the committee in arriving at their decision to approve construction.
- c. Approval by the Architectural Control Committee indicated conformance with the with the Association's requirement only. I understand it is my responsibility to secure all necessary permits and adhere to all building codes and restrictions dictated by other agencies.
- d. I acknowledge receipt and understanding of a copy of the Association's policy on Architectural Control and agree to abide by its requirements. For the purpose of ensuring compliance, I agree that a representative of the Association may visit the site from time to time while construction is in progress.
- e. Once construction commences, I understand I am bound to the terms herein until the project is complete to include the structure, landscaping and other requirements of this approval. I understand that transfer of this property to another owner does not relieve me of the responsibility outlined herein, and agree that, if I should sell or otherwise transfer ownership of this property before the project is complete, I will make provisions to guarantee completion to the new owner or owners.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**NOTES: THE PROPERTY OWNER/MEMBER SHOULD BE PRESENT FOR THE MEETING AND MUST PRESENT ANY APPLICABLE SITE PLANS, BEFORE THE APPLICATION WILL BE PROCESSED.**

Lakewood Shores Property Owner's Association, Inc.  
Architectural Committee Checklist – (Revised Jan 2, 2014)

Note: Plans that do not meet specific, approved, and adopted Architectural Control Standards shall be referred to the Board of the Directors for their consideration. If the plans reviewed are satisfactory, please initial in the space provided to the left of each checklist item. Indicate N/A if the item is not applicable.

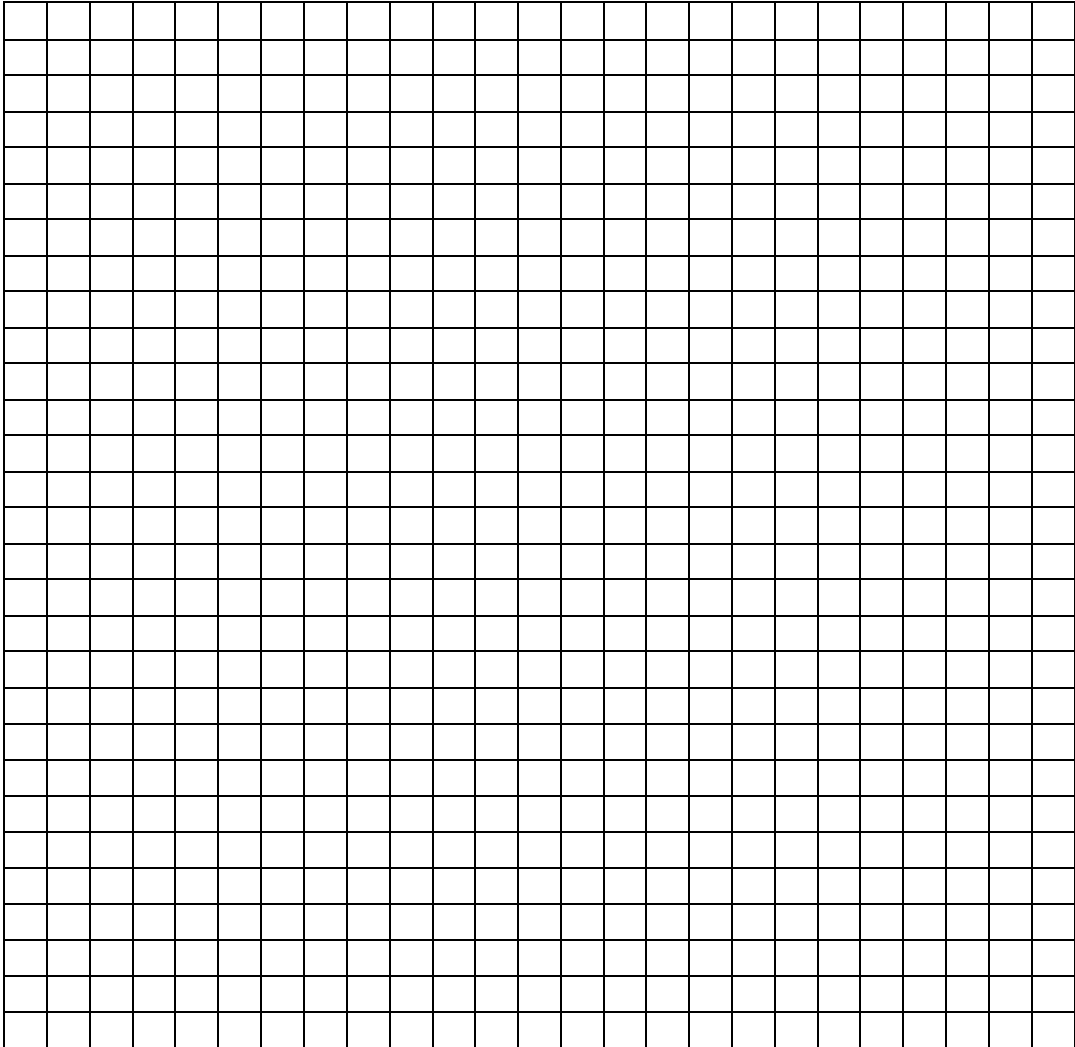
1. \_\_\_\_\_ Is the applicant a member in good standing?
2. \_\_\_\_\_ Is the application signed, complete, and paid for? (Including site plans?)
3. \_\_\_\_\_ Is the purposed building site located on a waterfront lot?
4. \_\_\_\_\_ Does the plan include roof breaks, minimum 12-inch?
5. \_\_\_\_\_ Is the roof pitch equal or greater than 5/12?
6. \_\_\_\_\_ Does the plan show roof overhangs that equal or exceed 12 inches? (6" for sheds)
7. \_\_\_\_\_ Does the attached garage meet the 12-inch set back requirements?
8. \_\_\_\_\_ Does the siding material indicated meet LSPOA standards? (If vinyl used is the required stone, equal to 10% of the total exterior wall area, depicted on the plans?)  
\_\_\_\_\_ Supply the square footage of stone to be installed.
9. \_\_\_\_\_ Has a sample of the siding been provided? (None required for Cedar Siding)
10. \_\_\_\_\_ Does the site plan acceptably portray the location of the: septic system, water supply, propane tanks, sidewalks, satellite dishes, and driveways where applicable?
11. \_\_\_\_\_ Are plans or blueprints depicting floor plan, front, side, and rear elevations available and acceptable?
12. \_\_\_\_\_ Does the plan comply with Building Officials and Code Administrators (B.O.C.A.) Standards? (Trailers and/or mobile homes cannot be placed within the development.)
13. \_\_\_\_\_ Does the house meet LSPOA square footage requirements? (1,450 total living space – 1,050 on the ground floor)
14. \_\_\_\_\_ Are accessory structures consistent with size, location, and siding requirements? (16x20 feet maximum size=Shed and/or 580 sq. ft=Detached Garage)
15. \_\_\_\_\_ Will the work be completed by an approved builder? Can the applicant provide copies of a builder's license, proof of liability insurance, and workmen's compensation insurance? This requirement can be waived by the homeowner.
16. \_\_\_\_\_ Has the applicant been advised that the permit given must be posted and visible from the street?
17. \_\_\_\_\_ Has the applicant been advised that committee approval is granted based on the condition that all other required state, county, and local permits are issued.
18. \_\_\_\_\_ Has the applicant been advised that follow-up inspections will be conducted as needed to oversee LSPOA rules and architectural guidelines.

\_\_\_\_\_  
Tonia Brenk, Executive Director

\_\_\_\_\_  
Date

**SITE PLAN DRAWING**

- Drawing must include:
- a. Property Dimension (including total width and depth)
  - b. All Structures currently located on the property with size(s) indicated.
  - c. All roads/easements adjoining/abutting the property.
  - d. An accurate depiction of the driveway access to the property.
  - e. The exact distance between all structures on the property.
  - f. The placement of any new structures (size and distance indicated)



**APPLICANT CERTIFICATION**

"I certify the drawing prepared above accurately reflects the subject property, including the height, size and setback locations of existing and or proposed structures."

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Date

COMMITTEE ACTION

We certify that the Architectural Control Committee met on \_\_\_\_\_ at \_\_\_\_\_ P.M. to consider this application. As a result of that meeting, this application was:

- a. Approved without exception-letter of approval will be sent to applicant.
- b. Conditional Approval-letter of approval with conditions will be sent to applicant.
- c. Disapproved for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
Chair or Representative Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

COMMITTEE REMARKS/SPECIAL CONDITIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT (PROPERTY OWNER) MUST READ ACKNOWLEDGEMENT AND ENDORSEMENT PRIOR TO PROCESSING OR GRANTING APPROVAL.**

\_\_\_\_\_  
Member (Property Owner) Signature of acknowledgement of:

- a. Approved without exception.
- b. Conditional Approval - conditions: \_\_\_\_\_  
\_\_\_\_\_
- c. Disapproved for the following reasons: \_\_\_\_\_  
\_\_\_\_\_