

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.