

Stonewater Homeowners Association
Architectural Control Committee (ACC)
MODIFICATION REQUEST

Owner's Name: _____

Address: _____ Lot # _____

Contact Phone # _____ Email _____

Description of Project: _____

Check all that apply and include all completed associated checklists with this request.

☐	New Construction / Addition	☐	Building Exterior	☐	Deck or Patio
☐	Landscaping	☐	AC / Generator	☐	Pool and Hot Tub
☐	Shoreline or Dock	☐	Solar Energy System	☐	Basketball / Play Structures
☐	Exterior Lighting	☐	Other:		

Before submitting your modification request, confirm your proposed project will be in compliance by reviewing the [Covenants, Conditions, and Restrictions \(CC&R's\)](#) and does not infringe on any easements, [flood plain](#), or setback requirements. To assist you in this process, the ACC has provided [checklists](#) for the most common requests, highlighting their key restrictions. Always use the most current documents by downloading them from Stonewatersub.org website, Architectural Control Committee page.

Attach to this request, all completed applicable checklists, Land Title Survey (AKA mortgage survey), and all other required documentation (see checklist). All the required documents must be received before this application can be processed. Based on your submission, the ACC will evaluate if the proposed modifications are harmonious with the subdivision and may disapprove plans because of noncompliance with CC&R's Articles VI and VII of this Declaration. A written determination (approval or denial) will be Issued within 21 business days from the receipt of all required information.

For new construction/addition, or where original size plan drawings are larger than 11" x 17", include three (3) paper copies with your signed application form and supporting documents, and submit to: Metro Group Management Company; ATTN: Vicky Strong; 2804 Orchard Lake Rd # 201, Keego Harbor, MI 48320.

All other modification requests shall be scanned into a single file (PDF format) with all associated attachments including Checklist(s), Lot Survey, and Plan Drawings, and then emailed to: metrogroup@mgmc.net . Please confirm documents are legible when printed in letter size and the file size does not exceed 10MB. **Photo submissions of required forms will not be accepted.**

- **I understand and agree that no construction and/or any other improvement project can commence, until I have obtained written plan approval by the ACC.** I also understand that I may be required to return property to its former condition, at my own expense, if any construction or other improvement activities have commenced without prior ACC preapproval or if my application is invalidated, or disapproved in whole or part.
- I understand that compliance with Stonewater's CC&R's and approval by the ACC does not necessarily constitute compliance with Northville Township's Building and Zoning Codes or any other governmental authority's restrictions or regulations. Furthermore, approval of this request does not waive or modify any other governing body's regulations or release the owner from any easement or other restrictions.
- Once my plan is approved by the ACC, I understand I cannot make any design changes or substitute materials without amending this request and obtaining written ACC preapproval.
- I understand **I must complete my project in a timely manner and request a Final Inspection to complete the approval process.** Failure to complete an Approved Plan in a timely manner may result in this application being revoked or fine(s) levied. Note: Final Inspections are normally conducted between May 1st and October 31st.
- I understand contractors are prohibited from posting signs of any kind on my property, during or after construction, and will be responsible for any fines and/or costs for removal of contractor signs placed on my lot.
- I am providing permission for members of the ACC to enter upon my property as required for the purpose of inspecting the proposed project. The ACC will provide prior notice to arrange a reasonable date and time and the inspector will knock on the front door prior to entering. If there is no response by the homeowner, the ACC inspector may proceed with entry to complete their inspection.
- I understand I am ultimately responsible for compliance with Stonewater's CC&R's. The ACC approval shall be invalid if the structure or improvement violates any of these restrictions or requirements, without a written waiver or variance being granted by the Board of Directors at the time of ACC approval.

My signature below indicates that I understand and will comply with all of the terms and requirements associated with this request.

Owner's Signature

Date

FOR ACC USE ONLY

Initial Receipt of Modification Request: ____ / ____ / ____

All Required Documentation Received: ____ / ____ / ____ **Start Date for ACC Processing**

PLAN APPROVAL: ____ Approved ____ NOT Approved

Comments: _____

Signature of ACC Chairperson Date

FINAL APPROVAL IS CONTINGENT ON PASSING FINAL INSPECTION

Homeowner to provide expected date of completion, after plan approval.

INSTALLATION APPROVAL: ____ Approved ____ NOT Approved

Expected Date of Completion: _____

Date of Inspection: _____

Comments: _____

Signature of ACC Chairperson Date