

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 applicable checklists with this form.

☐	New Construction / Addition	☐	Landscaping	☐	Pool and Spa
☐	Building Exterior	☐	Shoreline or Dock	☐	Basketball / Play Structures
☐	Exterior Lighting	☐	Deck or Patio	☐	Solar Energy System
☐	AC / Generator	☐	Landscape Structures	☐	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. **Please share the applicable checklist(s) with your contractor.** 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, Plot Plan or Grading Survey, and all other required documentation (per the checklist). **All the required plans and specifications 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: Vicki 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 applicable Checklist(s), Plot Plan, Plan Drawings, and Specifications and emailed to: metrogroupp@mgmc.net . **Please confirm documents are legible when printed in letter size and the digital file size does not exceed 10MB.**

- **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. (Rules & Regulations Section 1.02(e).)
- 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 and, when applicable, I am required to obtain building permits after obtaining ACC plan approval. 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. (CC&R's Article VI D & H)
- 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. (CC&R's Article VI D).
- 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. (Rules & Regulations Section 1.02(f)).
- 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. (CC&R's Article VII N).
- I understand that members of the ACC are permitted to enter upon my property, at any reasonable time, for the purpose of inspecting the proposed construction and/or improvement project, the project in progress and the completed project, and that such entry does not constitute trespassing. The ACC will knock on the front door prior to doing its inspection. If there is no response by the homeowner, the ACC inspector may proceed with entry into the Lot 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

 _____ Approved Subject To

ACC Plan Approval is valid for one year from the date of approval unless stated otherwise.

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