

**ARCHITECTURAL CONTROL COMMITTEE
APPROVAL REQUEST
VILLAGES OF OSCODA HOME OWNERS' ASSOCIATION**

Owner(s) _____ Starting Date _____

Villages Street Address _____ Completion Date _____

Mailing Address _____ Contact Phone # _____

Type of Request (circle those that apply)

- | | | |
|----------------------|------------|------------|
| Addition | Plantings | Driveway |
| Deck or Porch | Painting | Topography |
| Garage | Re-Roofing | Fence |
| Tree & Stump Removal | Re-Siding | Other |

Description of project _____

Type of construction/materials _____

Excavating or Digging? Contact Miss Dig (800)-482-7171 Contact United Water (989) 739-8152

Attachments Required:

Site Plan – Include measurements showing position of requested structure, plantings, tree or other change on the lot relative to property lines and existing structures. Also show distance between plantings or structures. (Failure to submit a site plan will result in request being returned for detailed plan.)

Letter of consent from adjoining unit (if required)

Have you contacted the Building and Zoning Department to determine if the structure is in compliance with zoning and building regulations? Circle one: Yes No

Points to Consider

- | | | |
|-------------------------------|---------------------------|---------------------------------------|
| Height restrictions | Adjoining property/ unit | No structure on common ground |
| Standard setbacks from street | Mature size of tree/shrub | Clean up construction debris promptly |
| Easement consideration | Curb cut/ Road Commission | Other _____ |

Please submit the Approval Request and the required attachments early to avoid delays.

Mail to or deliver to: VOO HOA, 5631 Georgia Drive, Oscoda, MI 48750

NOTE: All yards need to be graded, seeded/sodded, and landscaped no later than 12 months after the permit has been issued. This includes all grading, seeding, sodding and landscaping.

Approval is valid for up to 12 months from the date approval is granted. A new "Approval Request" is needed if project is not completed within the 12-month period.

If any information is later found to be incorrect, misrepresented, or in conflict with the Bylaws or if any pertinent information has been withheld, approval is automatically **VOID**, a new Approval Request form must be submitted. It is the homeowner's responsibility to be familiar with ACC guidelines and condominium By Laws. If you are submitting a request that varies from these documents, you must complete and submit **ONLY** the Variance Request Form, see reverse side.

Owner's Signature

ACC Chairperson Signature

Date _____

Approved **Yes** **No**

Date _____

If request is denied, see reverse side for ACC comments.

VILLAGES OF OSCODA (VOO) HOME OWNERS' ASSOCIATION (HOA)

Dear VOO HOA Member:

In accordance with Article VI of the Condominium Bylaws of the Villages of Oscoda, "Nothing shall be erected on a Unit, and no construction (which term shall include within its definition staking, clearing, excavation, grading and other site work), no exterior alteration, replacement or modification of existing improvement or construction of new improvements, and no plantings or removal of plants, trees or shrubs, shall take place except in strict compliance with this Article."

Please use the request form (on the reverse side) when Architectural Control Committee (ACC) approval is required. ACC approval does not mean automatic approval of a Township Land Use Permit or a County Building Permit. The structure must be in compliance with all Zoning and Building Regulations. It is always a good idea to contact the Township Zoning Administrator first to see if the structure would be in compliance with the Zoning Ordinance.

If the structure is such that a Township Land Use Permit or County Building Permit may not be required, ACC approval is still mandatory. It is the personal responsibility of each Co-owner to comply with the Condominium By-laws of the Villages of Oscoda. If you are in doubt as to whether or not an approval is needed, **or** if you are in doubt as to whether or not a resident has obtained a required approval, contact the Board of Directors. The Board will discuss the issue at hand and contact you within **five business days**.

Please be advised that approval **may be valid** for up to 12 months. If the project is not completed within 12 months from the date of approval or the ACC approved completion date, approval is automatically VOID and a new Approval Request is needed. If a Co-owner obtained ACC approval from a previous ACC more than 12 months ago and has not completed the approved project, that approval is no longer valid and a new ACC Approval Request must be submitted.

Please be advised that all dues and penalties owing to the Villages of Oscoda, HOA, must be paid and the home owners account must be current and in good standing before this project will be approved and the project started.

Thank you,

Villages of Oscoda Home Owners' Association

Variance: Article VI, Section 7

The ACC may authorize variances from compliance with any of its guidelines and procedures when circumstances such as hardship, or aesthetic or environmental considerations, require, but only in accordance with duly adopted rules and regulations. Such variances may only be granted, however, when unique circumstances dictate and no variance shall (i) be effective unless in writing, (ii) be contrary to the restrictions set forth herein, or (iii) stop the ACC from denying a variance in other circumstances. Any variance granted by the ACC hereunder shall not negate the need to obtain any variances from any governmental agency required by law or ordinance.

Please review the following ACC Comments:

ACC Chairperson Signature _____ DATE _____