

# Exterior Modification Application Instructions

The following list of items must be included when submitting for a proposed improvement(s). If an application is submitted without any of the following documents and fee, it will not be reviewed, but will be returned and you will need to re-submit your application once everything is included.

- 1) Application – must be filled out in FULL.
- 2) Plot Survey/Plot Map (See Examples) - For Homeowners' Associations: a plot survey can be found in your closing documents. If not, please contact your title company or builder. For condominium associations: anything from the auditor site or google will normally work. **All improvements must be marked on the survey showing the location in relation to the property lines, build lines, and all existing structures and improvements on your lot.** Proposed Fences are to be marked with X's and any existing fences (on your lot OR on your neighbor's lot), must be marked with O's. Indicate locations of all proposed gates.
- 3) Elevation Picture/Drawing (See Examples) of proposed improvements (see examples)- We must be able to see what the improvement will look like, showing style, material and what it looks like when viewed from ground level.
- 4) List of materials and examples of all colors/ materials/ plants to be used. We must be able to see what the improvement will look like, showing style, materials and color examples.
- 5) Processing Fee/payment – please include a check or money order for the appropriate amount made out to Associa Community Management Solutions. We do not accept cash.

**\*ALL DOCUMENTS MUST BE SUBMITTED**

**ON 8 1/2" X 11" PAPER AND NOT STAPLED**

# APPLICATION FOR ALTERATION/MODIFICATION

Your Alteration/Modification application **must be submitted and APPROVED** before you begin your project. Please check your Community Governing Documents for specifics pertaining to your community and note that any alterations/modifications must be approved by your Association. We cannot approve any incomplete application and all incomplete applications will be returned to you without review and approval. Please complete the following information and checklist. Please **mail or drop off** to:

Community Management Solutions  
Attn: Property Manager  
5412 Courseview Drive Suite 100  
Mason OH, 45040

Please allow at least 30 days for reviews to be completed. After you have received your approval from the Association, contact the Township you reside to receive your permit (if necessary). The Township you reside may require an approval letter from the Association and a site plan depicting your improvement on your lot/home. Any application that deviates from the approved plans will be inspected by the Association for compliance.

**There is a required, non-refundable, application fee. Normal processing is \$25.00 and can take up to 30 business days for a result. Please make this payment payable to Community Management Solutions.**

**Homeowner Information:**

**NAME:** \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS :** \_\_\_\_\_

**Contractor for Project Name (if applicable), Phone Number and E-mail address:**

**TYPE OF ALTERATION/MODIFICATION(S) REQUESTED:** (circle all that apply):

Fence      Shed      Pools (in ground)

Applications for Decks and Patios are NOT required but you must use materials approved by the Developer, found in your Governing Documents or CCRs. Portable and Permanent Basketball Hoops, Landscaping, Play Sets, Solar Panels, Trash Enclosures, etc. do NOT require applications but there are approved guidelines found in your CCRs.

Brief Description of proposed Improvement(s): \_\_\_\_\_

Building Material(s): \_\_\_\_\_

Height at Highest Point: \_\_\_\_\_ Approx. Dimensions: \_\_\_\_\_

Color(s) of Existing House: \_\_\_\_\_ Color(s) of Proposed Improvement(s): \_\_\_\_\_

**ESTIMATED COMPLETION DATE FOR PROJECT(S):** \_\_\_\_\_

**APPLICANT'S CHECK LIST:**

- Is this Design Review application in response to a violation notice?..... Yes  No
- Is this page of the form completed?..... Yes  No
- Did you enclose the Application Fee?..... Yes  No
- Did you include the required list of materials and color examples?..... Yes  No
- Did you include a plot survey with required drawings?..... Yes  No

**We CANNOT process any application without a copy of your plot plan (Mortgage Location Survey), with the location of the improvements marked. \*\*If applying for a fence, show proposed alignment of NEW fence sections with small x's; EXISTING fence sections on your lot or adjacent lots should be shown with o's.\*\***

Your application for Alteration/Modification [has] [has not] been approved as submitted.

\_\_\_\_\_  
Signature of Association Director, Agent, or ARB Officer

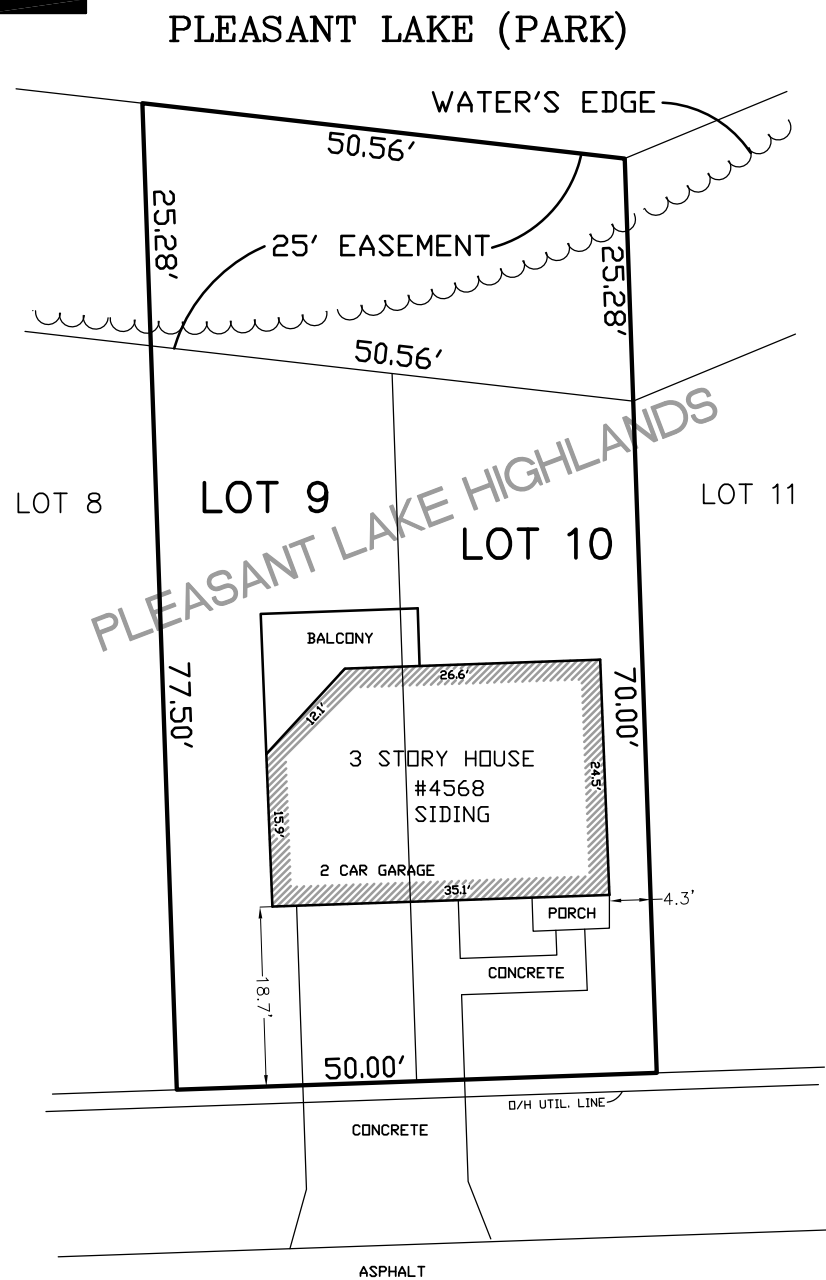
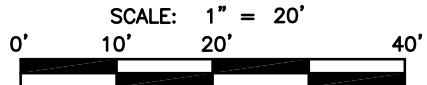
Date: \_\_\_\_\_

Notes: \_\_\_\_\_

DATE REQUEST RECEIVED \_\_\_\_\_ DATE REQUEST PAID \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_

THIS IS AN EXAMPLE OF A CLEAN "PLAN VIEW" DRAWING, SOMETIMES CALLED A 'SURVEY' OR 'PLOT PLAN'. IT SHOWS PROPERTY LINES AND EXISTING IMPROVEMENT BOUNDARIES

# MORTGAGE SURVEY/PLOT PLAN



PLEASANT LAKE (PARK)

WATER'S EDGE

LOT 8

LOT 9

LOT 11

LOT 10

BALCONY

3 STORY HOUSE  
#4568  
SIDING

2 CAR GARAGE

PORCH

CONCRETE

CONCRETE

0/H UTIL. LINE

ASPHALT

LEYTONSTONE BLVD. 50' WD.

### FLOOD NOTE

Part of subject Parcel is below Flood Plain.  
Lowest Finish Floor (garage) is 2.2' above Flood Plain.  
FIRM 260182 049IF, 09/29/06.

### LEGAL DESCRIPTION

Lots 9 & 10, Block 29, Pleasant Lake Highlands Subdivision, as recorded in Liber 29 of Plats, Page 9, Oakland County Records.

Commonly known as: [REDACTED]

### NOTE

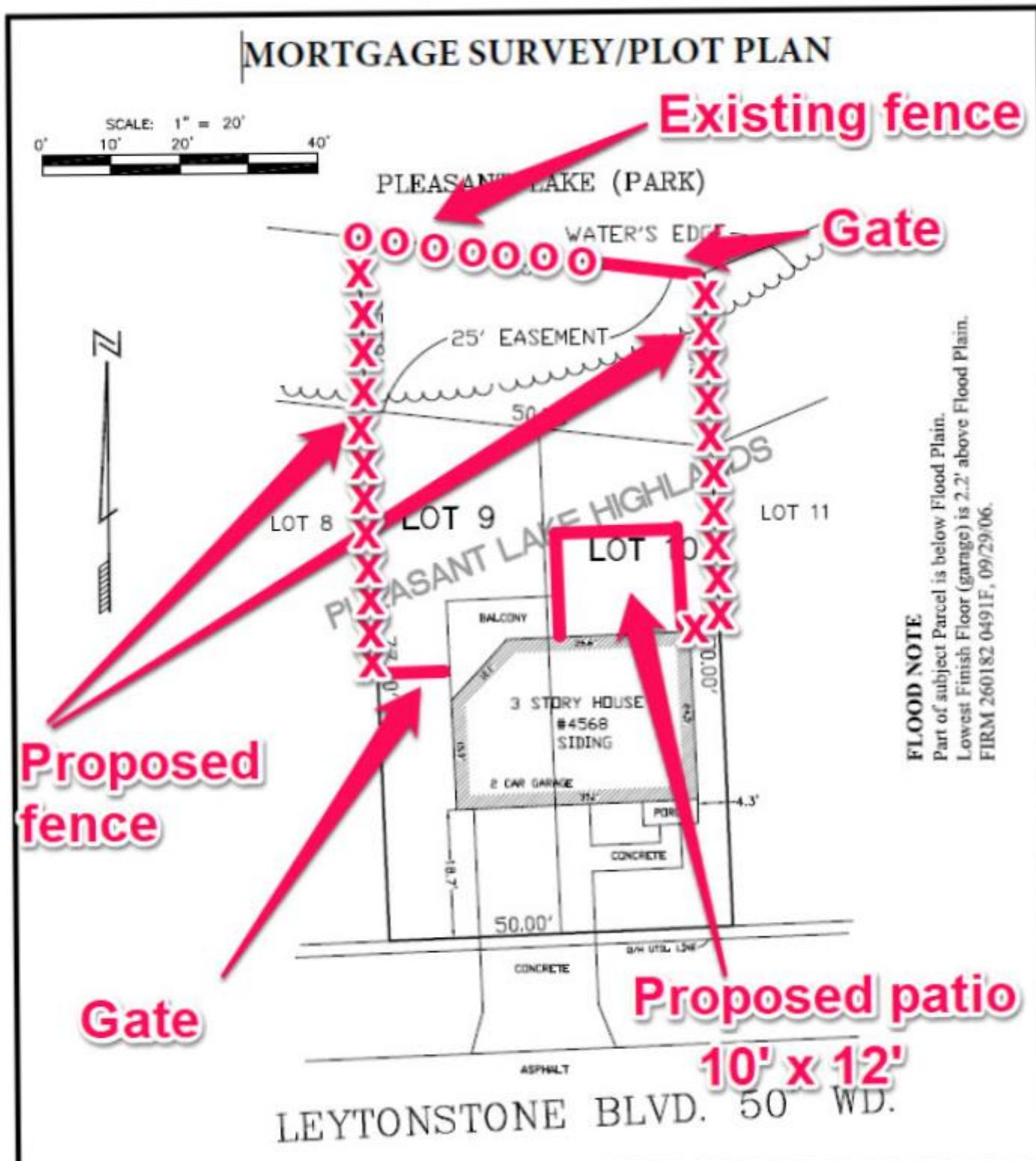
No Title Search was performed. Easements are not shown.

### I HEREBY STATE to:

- Warranty Title and

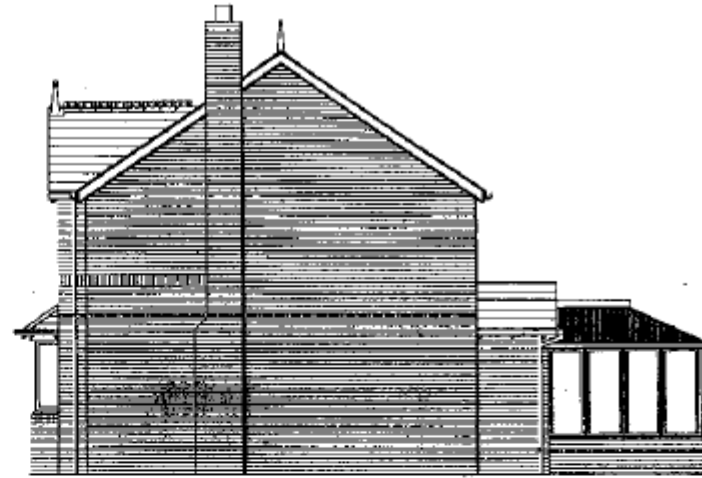
[REDACTED]  
that this report shows the improvement(s) as located as the premises described that, except as shown, the

This mark-up example shows how to indicate what and where you are proposing improvements. Dimensions should be provided.





FRONT ELEVATION



SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION

PREPARED BY A PROFESSIONAL (ENGINEER, ARCHITECT, ETC.) BUT THEY MUST BE OF A QUALITY TO BE READABLE AND SHOW ALL DETAILS NECESSARY FOR AN UNDERSTANDING OF WHAT YOUR PROPOSED IMPROVEMENT WILL LOOK LIKE WHEN VIEWED FROM GROUND LEVEL.

