

# ARCHITECTURAL SUBMITTAL PROCESS July 2023

**PLEASE NOTE: Incomplete Submittals Will Be Denied**

## Getting Started

- An Architectural Request is required anytime you make a change to the exterior of your home and/or lot. Before you begin, refer to your Community Design Guidelines, available on your community website. They provide the necessary details regarding any changes you are considering.
- Do **not** schedule or make the modifications prior to receiving an approval. This can lead to fines and/or costly changes.

## Submitting a Request

- When submitting multiple modifications in a single request, each one must be listed individually (i.e., deck, patio, firepit, landscaping, driveway extensions, play equipment, lighting, etc.), as they each have specific design guidelines.
- All proposed project(s), location(s) and dimensions must be sketched on your survey plot plan. The plot plan should be with your original Contract Package/Closing documents. You can also obtain a copy from your Township/City Clerk. A SAMPLE plot plan is attached for your reference. A plot plan is **not** required if proposed changes are to the structural exterior of your home (i.e., storm doors, windows, garage door, roof, porch railing, etc.).
- Landscaping applies to living plants/shrubs/trees, mulch, etc. The number/type of plantings and color of your mulch are required. Hard items (patio, deck, driveway extension, play equipment, etc.) must be listed separately and a color sample of the material(s)/item(s) being used must be included. Sample photos from a website or brochure are fine. If you have a contractor sketch, include that also.
- To expedite the processing and ensure prompt delivery, please send the completed request form along with the required supporting documents and photos via email to Michigan@AssociatedAsset.com. This method ensures the fastest and most efficient handling of your submission. If you do not have access to email, please mail the paperwork to the address listed on the Architectural Request form.
- Community By-Laws allow a processing time of 30 days from the date all the necessary documents/photos are received. They are processed on a first come, first serve basis and every effort is made to complete them sooner.
- Keep in mind that once an approval is received, the work must be completed within 6 months.

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As always, if you have ANY questions, please reach out to your Administrative Assistant or Community Manager and we will be happy to help you!

# SAMPLE PLOT PLAN

