

**VILLAGES OF OSCODA, OWNER'S ASSOCIATION**

**Architectural Control Application Form  
(One modification per Request form)**

Owner (Applicant): \_\_\_\_\_

Property Address \_\_\_\_\_

Contact information should the Committee wish to contact you for additional information (please circle one):

Phone: Home) \_\_\_\_\_ Work) \_\_\_\_\_ Cell) \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Project Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Project End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Modification or Addition Requesting:**

- Addition/Detached Structure
- Exterior Modifications (Siding, Windows, Storm Doors, Roof)
- Landscaping/Ornamentation
- Patio/Arbor/Deck
- Hot Tub/Spa
- Fence
- Garage/Shed
- Paint
- Other: \_\_\_\_\_

Description of and reason for request (\*\*Required\*\*): \_\_\_\_\_

**Excavating or Digging? Contact Miss Dig at 800-482-7171**

Is this request in response to a violation letter we sent you? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please make sure you have attached/included all of the following information:

- A **completed** Submission Form (including signature below the Owner Acknowledgement notice on next page).
- Letter of consent** from adjoining unit owner (if applicable).
- A **description** of the project, including height, width and depth, roofing materials, colors, etc.
- Note the type of **materials used** for the project, including paint samples and/or stain color.
- A **picture or drawing** of the intended/existing project (sketches, clippings, catalog illustrations and other data).
- A **site plan** showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures).
- A copy of the **permit from Oscoda Township Building/Zoning Department** (if required) that the structure is in compliance with zoning and building regulation **BEFORE** work commences.

**NOTE: All yards need to be graded, seeded/sodded and landscaped no later than 12 months after approval has been issued.**

Please send your request to: Villages of Oscoda, HOA, 5631 Georgia Dr., Oscoda, MI 48750

Phone: 989-739-4915 Fax: 989-739-4720 Website: [www.voohoa.net](http://www.voohoa.net)

*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 and a new ACC Request form must be submitted. It is the homeowner's responsibility to be familiar with ACC guidelines and Association Bylaws.*

**For Office/Committee Use Only:**

_____ APPROVED    _____ APPROVED W/STIPULATIONS    _____ DENIED    _____ DENIED – INSUFFICIENT INFORMATION
Stipulations/Comments/Suggestions: _____ _____ _____
Committee Pre-Approval Inspection: Date: _____    Committee Post-completion Inspection: Date: _____ (Notify the office upon completion)

## Owners Acknowledgements:

- That no work on this request shall commence until I have received approval of the Architectural Control Committee (ACC);
- Any construction or alteration to the subject property prior to approval of the Architectural Control Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Bylaws and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge. That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Bylaws for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Association's Master Deed, Bylaws and ACC Design & Development Guidelines. The Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC Committee and any employee or member thereof, shall not be liable for damages or otherwise because of the approval or non-approval of any improvement.
- Approval is valid for 12 months from the date approval is granted. A new ACC Application is needed if project is not completed with the 12-month period.

***I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes and Association regulation. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee. The Architectural Control Committee has permission to enter the property to make inspections, as they deem necessary.***

Co-Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Informational Addendum

**REVIEW PROCESS** – Your Association's governing documents stipulate the amount of time the ACC may take to render a decision. However, the ACC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the ACC may request additional information to help clarify your proposal.

**APPLICATION** – The application must be accompanied with necessary documents, photos, drawings, brochures, local township permit (if applicable) and information necessary to present to the ACC. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the ACC.

**NOTIFICATION** - All owners will be notified in writing by mail (USPS) or email once the request has been approved or denied.

**APPEALS** – Your Association allows appeals of an ACC Committee decision. Requests must be based on the Association documents and timeframes stated by the documents.