

SWISS VILLAGE EAST BUILDING PERMIT PROCESS

Effective 03/24/2025

The following steps are an over view of the process of how to go about building on a vacant lot in Swiss Village East. Please read over the process carefully before beginning any construction projects.

1. Before any construction project of any type may be started, you will need a building permit from the SVE architectural committee. (See the application attached to this document below) A copy of the permit will be kept on file by the architectural committee.
2. Please contact the architectural committee for a copy of the SVE building permit or use the one attached to this document below and fill out completely before meeting with the architectural committee.
3. Plan to go over the permit with the committee at a mutually agreed upon time and place. The building site would be an ideal place to meet so that sections 2, 3, and 4 could be completed at that time weather permitting. A copy of the permit will be kept on file by the architectural committee. (Article VII: Sec 3)
4. Once a written notice of approval (Article VII: Sec5) has been signed by the committee, and ONLY THEN, should the property owner or the property owner designee (i.e. the general contractor) go to the county or township of jurisdiction and apply for a building permit from the county or township. A copy of the written notice of approval will be kept on file by the architectural committee.
5. Upon completion of the above process, construction may begin. The property owner will be required to notify the architectural committee of the date of ground breaking so that the time frame of the construction schedule may begin on the ground breaking date. (Article VII: Sec 3/Article VIII: Sec 7)
6. The architectural committee, or designee, reserves the right to inspect the property or building to ensure construction of the building adheres to the plans given to the committee at the time of permit approval. (Article VII: Sec. 5)

**SWISS VILLAGE EAST
BUILDING PERMIT APPLICATION
(Owner Copy)**

Mail to: SVE Architectural Committee
P.O. Box 793
Bellaire, Mi 49615

This application needs to be submitted to the above committee to begin the approval process.

Name _____
Address _____
Phone Numbers _____
Lot No. _____ Property Tax No. _____

DO NOT CUT DOWN ANY TREES OR BEGIN EXCAVATION UNTIL YOU HAVE WRITTEN APPROVAL FOR YOUR PLAN FROM THE ARCHITECTURAL COMMITTEE.

APPROVAL PROCESS

1. The property owner will abide by the current Swiss Village East Restriction and Regulations they received in the **Welcome Packet** and available on the website (www.swissvillageeast.com, Important Documents, Restrictions and Regulations)
2. The architectural committee will require a rendering of what the property owner’s building will look like when it is complete including the following: (Article VII: Sec 3)
 - a. Photo
 - b. Architectural drawing or
 - c. An artist’s drawing.
 - d. Architectural plans if available

The committee realizes that sometimes plans evolve and change over the course of construction.
If there are any changes in the approved plan, the property owner will submit a revised proposal to the architectural committee for approval as soon as possible.

3. The architectural committee will need a detailed site plan showing the entire lot and approximate location of each of the following: (Article VII: Sec 3)
 - a. Home
 - b. Garage
 - c. Driveway for at least 2 vehicles
 - d. Outbuildings

4. The architectural committee or member **will inspect** the work site **BEFORE** work begins. The property owner will work with the committee or its designated member to set a time and date for the inspection. The property owner will stake the location of the items listed in article 2 according to the submitted site plan listed above **prior** to the inspection as well as give a description of plans for tree removal.

5. If the property owner is using a new building technology or product, the architectural committee will need information including all specifications from the manufacturer for the building technology or product.

6. As per the adopted **Restrictions and Regulations of SVE, Article VIII; Section 7: Building Completion Dates.**

All buildings, including those damaged by fire, shall have the exterior completed and the finish applied within twelve (12) months from the start of construction or date of fire. (The date of construction will begin with ground breaking.) Any extension beyond the twelve (12) months identified herein must be submitted in writing to the Architectural Committee, citing reasons and explanations for the delay will be submitted to the architectural committee for approval for the exterior of the building. Project work may begin upon written approval by the architectural committee.

Proposed months to completion beyond 12 months: _____

7. Further- **Article VIII: Sec 33): Timely Construction**

Owners shall complete exterior construction of a new Dwelling or building on their Lot within the identified construction schedule approved by the Architectural Committee. Any deviations from the approved construction schedule must be reviewed and approved by the Architectural Committee. Any building which is not completed within two (2) years from the commencement of construction shall be deemed a nuisance and may be abated as provided by law. Exceptions may be made, at the sole discretion of the Board of Directors, due to pandemics or Acts of God

I have read and I understand the **Restrictions and Regulations** of Swiss Village East and intend to comply with said restrictions. I will, to the best of my ability, erect my building as proposed in the above application.

Further, I have been advised by the building committee of the potential lack of availability of general contractors to complete timely build. Also, I have been advised with to my responsibilities and obligations with being my own general contractor. I will be required to find and hire subcontractors to complete my construction project within the time frame of this building permit. Whether using a general contractor or being my own general contractor, I remain responsible to complete my project within the timeline agreed upon with the building committee.

Signature _____ Date _____

Architectural Committee Members
Rick McCarren – Chairman 937-725-8455
Brad Whalley 616-540-7613
Mike Sherman 907-942-3575

SWISS VILLAGE EAST
BUILDING PERMIT APPLICATION
(Committee Copy)

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3. The architectural committee will need a detailed site plan showing the entire lot and approximate location of each of the following: (Article VII: Sec 3)
 - c. Home
 - c. Driveway for at least 2 vehicles
 - d. Garage
 - d. Outbuildings

4. The architectural committee or member **will inspect** the work site **BEFORE** work begins. The property owner will work with the committee or its designated member to set a time and date for the inspection. The property owner will stake the location of the items listed in article 2 according to the submitted site plan listed above **prior** to the inspection as well as give a description of plans for tree removal.

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Signature _____ Date _____

Architectural Committee Members
Rick McCarren – Chairman 937-725-8455
Brad Whalley 616-540-7613
Mike Sherman 907-942-3575

SWISS VILLAGE EAST
BUILDING PERMIT APPROVAL
(Owner Copy)

Property owners: _____
Address: _____
City/State: _____
Phone: _____

This is written approval by the Architectural Committee of Swiss Village East Property Owners Association of plans submitted to the committee by _____ of the above address.

Lot No. _____ Property Tax No. _____

Approval is contingent on the process listed below and any exemptions or completions to the process as designated below.

Once all boxes have been checked off, the approval process is deemed complete and approved.

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3. The architectural committee will need a detailed site plan showing the entire lot and the location of each of the following:
 - a. Home
 - b. Garage if separate from main building
 - c. Outbuildings if any
 - d. driveway with off street parking for at least 2 vehicles
4. The architectural committee or member **will inspect** the work site **BEFORE** work begins. The property owner will work with the committee or its designated member to set a time and date for the inspection. The property owner will stake the location of the items listed in article 2 according to the submitted site plan listed above **prior** to the inspection as well as give a description of plans for tree removal.

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 Not applicable

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Exemptions: _____

Completions needed: _____

Swiss Village East Building Committee
Rick McCarren- Chairperson 937-725-8455
Brad Whalley 616-540-7613
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Date: _____

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