

**SWISS VILLAGE EAST
BUILDING PERMIT APPLICATION**

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. _____

The SVE-POA would strongly recommend that a survey of your lot be performed to accurately define property lines. This is important to properly place the proposed building within established setbacks as set forth in the SVE Restrictions and Regulations, Sec. C: Para 3.

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:
 - 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 property owner shall provide to the architectural committee the following:
 - a. Name of general contractor?
 - b. If property owner will be the general contractor, who will be the builders?
 - i. If property owner will also be builder, what percentage of the build will be done by the property owner?
 - c. How will the construction be financed?
4. The architectural committee will need a detailed site plan showing the entire lot and the location of each of the following: (Swiss Village East Restrictions and Regulations, Sect. C, Article 2)
 - a. Septic
 - b. Well

- c. Home
- d. Garage
- e. Outbuildings
- f. driveway

5. 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.

6. 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.

7. A **proposed and reasonable** construction schedule will be submitted to the architectural committee for approval for the exterior of the building not to exceed 12 months for the exterior completion. Project work may begin upon written approval by the architectural committee. The submitted and approved schedule for construction **will begin on the day that ground is broken to begin the project.**

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.

During the construction project, please be aware of neighboring property owners and respect their property. This includes picking up litter, proper disposal of unused building materials, and restricting noise between 10 PM and 8 AM.

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

Signature_____ Date_____

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