



## REQUEST FOR CHANGES TO PROPERTY

As you are aware, the Architectural Control Committee must approve any changes that you plan to your property. Please use the space at the bottom to request your approval.

You must attach a Site Plan showing the location of the changes to your property. If you do not have ready access to the site plan that was included in your sales documents, you may substitute another one. This should be the view of your property as seen from above, with an indication on it of existing structures, and future ones. Any request submitted without a site plan will not be approved until we have received the site plan.

To be submitted to:

Allen Edwin Company  
Attn: Architectural Control Committee  
2186 E. Centre St.  
Portage, MI 49002.

**Fax – 269-321-2611 or email to**  
ebolar@allenedwin.com

Name \_\_\_\_\_

Address \_\_\_\_\_ Lot # \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Nature of intended change, (i.e. Fence, Deck, etc.) \_\_\_\_\_

Location of addition (***Attach Site Plan*** showing addition) \_\_\_\_\_

Date of Start of Project \_\_\_\_\_ Date of Estimated Completion \_\_\_\_\_

Description: (include color, design details, etc.) \_\_\_\_\_

Name of Contractor Scheduled to do work \_\_\_\_\_

Estimated Cost of Project \_\_\_\_\_

### **Picture or Plan of Project (attachment)**

Upon approval from the Architectural Control Committee, please remember to file for the appropriate permits. Any structural changes, and most other projects, will require a permit from the City or Township. We recommend that you check with the City or Township to determine if a permit will be required.

Please call Elly Bolar at 269-321-2610, ext 228 for any assistance