



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 – 269-321-0477
Email – araich@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 material, 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. **We recommend that you hire a survey company to determine your exact lot lines when installing a fence of any kind.** Please call Audrey Raich at 269-321-2610, ext 242 for any assistance.