

**THE MOORS OF PORTAGE ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE
328 W. MILHAM AVE
PORTAGE, MICHIGAN 49024**

269-888-1808

APPLICATION FOR CHANGES OR ADDITIONS TO EXISTING PROPERTY

Date: _____

Name(s): _____

Daytime Telephone Number: _____

Address of Property: _____

Change/Addition/Modification Requested: _____

To expedite this review, please provide complete visual and written information as outlined below. Missing information may cause delay in the approval process for your project.

1. **Complete drawings, to scale, of changes/additions. Additions to homes need to include the landscape plan for the addition.**
2. **A complete site plan, to scale, showing lot lines with dimensions, grades, setbacks (including 30' golf course easement if property is located on the golf course), how the home sits on the site, and how changes/additions affect original plan. You may use a mortgage survey, GIS print out from City of Portage web page.**

This drawing should include where homes on either side of lot are placed in conjunction with lot lines and your home and how your changes/additions may impact them.

3. **Color samples of paint, stains, materials, etc.**
4. **If applicable, pictures from brochures or advertisements.**
5. **Proposed Contractor Name and Phone:** _____
6. **Proposed Start & Completion Date once ACC Approval is Received:** _____

PLEASE NOTE THE FOLLOWING:

- *No plans shall be deemed approved by the ACC unless approved by at least (2) members of the ACC in writing.*
- *All plans must be approved in writing by the ACC before application to the City of Portage for Site Plan Approval and prior to commencement of construction of any structure.*

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- *Any modifications to this application or to approved plans made after ACC approval must be resubmitted to ACC for additional approval.*
- *Approval of plans by the ACC does not constitute a representation or confirmation that any such plans comply or do not comply with applicable laws, rules, regulations, or ordinances. Applicants are encouraged to review all such applicable laws, as well as the declarations, design guidelines and other applicable documents from time to time. ACC approval shall not relieve the property owner from compliance with all applicable covenants, conditions and restrictions imposed by these documents.*
- *In addition to site plan approval and landscape plan, the location of all structures to be constructed must be staked and approved by the ACC before site clearing or building construction commences.*
- *All new signage or modifications to existing signage must also be approved by the ACC and require the submittals set forth herein.*

All information should be exactly as changes/additions are planned to include measurements, colors and drawings. Work site shall be maintained in an orderly manner with all materials and equipment moved promptly after the completion of your approved project. Any damage caused to neighboring properties as a result of project work shall be restored to its original state at your expense.

All work needs to be in compliance with all association rules, including but not limited to, the noise restriction rules which prohibit any noise louder than 65 decibels from noon Saturday to 7 a.m. Monday morning which includes lawn mowers, power saws and construction work.

The Architectural Control Committee normally meets on the second and fourth Thursdays of the month. Please submit all requests by the Friday prior to the scheduled meeting so that preliminary reviews may be done.

Thank you for being part of the Woodbridge Hills Community and for following processes set in place that promote aesthetically pleasing improvements and contribute to maintaining property values.

All information submitted to the best of my knowledge is accurate and correct and hereby agree to the terms stated herein.

Applicant Signature: _____
Date _____

Updated May 1, 2024