



REQUEST FOR CHANGES TO PROPERTY

The Architectural Control Committee must approve any changes that you plan to your property. Please complete the form below in full to request your approval.

To be submitted to:
Allen Edwin Homes
Attn: Architectural Control Committee
2186 E. Centre St.
Portage, MI 49002
Fax – 269-321-0477
Email – ACC@allenedwin.com

Name _____

Address, City, State, Zip _____

Name of Community _____

Lot # _____

Phone number _____ Email address _____

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

Location of addition (Attach Site Plan showing placement of change)

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)

You must attach a Site Plan showing the location of the changes to your property. 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 a site plan drawing or sketch.

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 also recommend that you hire a Surveyor to determine your exact lot lines when installing any approved improvement near a lot boundary to avoid encroachment.

The Architectural Control Committee generally requires two weeks to process, review, and determine a denial or approval of proposed changes. The Architectural Control Committee will respond via email with their determination.