

THE MOORS OF PORTAGE ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE  
7875 MOORSBRIDGE ROAD  
PORTAGE, MICHIGAN 49024  
269/329-0366

**APPLICATION FOR CHANGES OR ADDITIONS TO EXISTING PROPERTY**

Date: \_\_\_\_\_

Name(s): \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Address of property: \_\_\_\_\_

Change/addition requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach the following information to aid in our review. To expedite this review, please provide complete visual and written information.**

1. Complete drawings 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, set backs and how the home sits on the lot and how changes/additions affect original plan.

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. **Contractor Name and phone:** \_\_\_\_\_
6. **Start and Completion Date:** \_\_\_\_\_

- 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.
- 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 including measurements, colors and drawings. No work shall commence prior to the start date. All work shall be completed by the completion date. No materials or equipment shall be located at the site prior to start date or after completion date. Any damages caused as a result of the approved application shall be restored, at your expense, to its original state.**

**All work shall 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.

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

Signature of applicant: \_\_\_\_\_