

DOCUMENTS REQUIRED TO RECEIVE A BUILDING PERMIT

(All documents will be retained by the Committee for Landscaping, Environmental and Architectural Review for future reference.)

- Site Plan:
 - Accurately depicts the existing centerline elevations across the frontage of the lot and the proposed elevation of the top of the foundation. Site plan must show that the slope of the driveway meets association guidelines (minimum of 2 percent and maximum of 6 percent) and two (2) feet above seasonal high water levels. A soil boring indicating depth to the seasonal high water elevation may be required if there is concern about building within the required driveway slope. (see attachment for an example of this site plan.)
 - If the residence is a walk out, the site plan must depict the top of the step foundation elevation in reference to the center line of the road at the site.
- The exterior elevation drawing of all four views of the residence.
- The exterior materials to be used in construction
- The square size, footage and height of the residence
- That the residence is contained within the building envelope
- The landscaping plan
- Outline drawing of the residence, outbuildings and decks in the building envelope of the property
- Sample and color of exterior building materials. Specifically masonry, siding, trim, stain, garage doors and roofing materials. When possible actual samples are to be brought to the meeting. Pictures may be accepted when a sample is not possible.

While interior blue prints may be submitted they are not required. CLEAR will require an elevation drawing of all four sides of the residence and will be looking for architectural detail on all sides of the residence. A color rendition of the residence is helpful and encouraged.

THE RAVINES CONDOMINIUM ASSOCIATION
Committee for Landscape, Environmental and Architectural Review
Building Permit Application

Please allow 30 - 45 days for the application to be processed after you have submitted all documents.

To: Ravines Condominium Association
C/O CLEAR
3520 Palmer Drive
Saugatuck, MI 49453

Tel.: (269) 857-1616
Email Clear@ravineshomeowners.com

Name	
Address	
Lot	
Mailing Address (if different)	
Home Phone Number	
Work Phone Number	

Directions:

The Ravines Condominiums Bylaws require that you submit to CLEAR for approval to construct a home. In order to be considered by CLEAR your application must include detailed information. Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, CLEAR's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from a member of CLEAR prior to submitting your application.

Estimated Construction Start Date	
Estimated Construction End Date	

Owners' Acknowledgments:

I/we understand and agree:

1. _____ that approval by CLEAR shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by CLEAR shall in no way be construed as to pass judgment on whether the proposed residence being reviewed is in compliance with the applicable building and zoning codes of Saugatuck Township.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of CLEAR to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ that no work on the residence shall begin until written approval of CLEAR has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by CLEAR without prior written consent of CLEAR; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize members of CLEAR to enter upon my Property to make one or more routine inspection(s).
7. _____ that construction in accordance with the approved plans and specifications must be completed within 12 months of the approved date, otherwise the approval by CLEAR shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Dig*, and to construction in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.
10. _____ that I will comply with the provisions of the Master Deed and Condominium Bylaws of The Ravines Condominiums and the rules and regulations adopted from time to time by the Board of Directors of The Ravines Condominiums Association.

Co- Owner	Date
Co-Owner	Date
Builder	Date

REQUIRED ATTACHMENTS

Site Plan, Driveway Slope Building Envelope
Exterior materials
Landscaping Plan

Exterior drawing of all 4 views of the residence
Square Footage and Height of residence
Sample of Building Materials

