



Star Bluff Architectural Review Committee Request Form

**Star Bluff Homeowners Association
c/o Groveland Township Hall
4695 Grange Hall Road
Holly MI 48443**

Please complete the following:

Date: _____

Lot #: _____ Site Address: _____

Owner's name: _____

Email address: _____

Cell Phone #: _____ Work Phone #: _____

- ☐ New construction
- ☐ Remodel
- ☐ Other

Briefly describe the improvement(s) which you propose: (use a separate sheet if necessary)

Builder/Contractor: _____

Builder License No.: _____

Builder Insurance Provider: _____

Builder Liability & W/C Policy Nos.: _____

Estimated start date: _____ Estimated completion date: _____

Proposed Square foot of House:

Ranch Required 2100 Proposed _____

1 ½ story Required 2350 Proposed _____

2 story Required 2500 Proposed _____

(This includes only finished living space on first and second floors)

% of brick/stone on Front Required 75% Proposed _____

% of brick/stone on Right Required 25% Proposed _____

% of brick/stone on Left Required 25% Proposed _____

% of brick/stone on Rear Required 25% Proposed _____

Other Exterior Materials Proposed: _____

Siding Paint Color _____ Trim Paint Color _____

Brick Type/color _____ Stone type/Color _____

Other Exterior Materials Color: _____

INSTRUCTIONS:

Review and follow all deed restrictions and applicable guidelines. If you need assistance completing this form, have any questions or need copies of the deed restrictions contact Star Bluff Architectural Review Committee: Donna Ferrara dferrara79@yahoo.com ; Patrick Zaremba – patrick@zarembaandco.com ; or Nick Rem NicholasRem@gmail.com.

**NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL FROM THE
ARCHITECTURAL REVIEW COMMITTEE IS GRANTED.**

1. Email PDF copies of your professionally engineered survey indicating the location of the proposed structure on the site, including the distance from all property lines, dimensions (height, width, etc.), and proposed grading. Indicate trees to be removed and trees to be protected.
2. Email PDF copies of your scaled architectural drawings showing the proposed floor plans and elevations of all sides. Drawings should indicate locations and type of all windows, doors, roofing, trim, siding, brick and or stone, lights and any other architectural details that will be proposed.
3. Email PDF images of the building materials to be used (i.e. paint colors, siding, roofing, stone/brick. etc.) must be submitted along with manufacturer's name.
4. A permit from the township and or county does not constitute an approval from the Star Bluff HOA Architectural Review Committee. You must have approval from the Architectural Review Committee as well as permits from the township and or county.
5. Include with this request any other information (photographs, sale literature, catalog pages, etc.).
6. Incomplete forms will be returned to owner for necessary items to complete and resubmit for evaluation.

CERTIFICATION: Please read the following carefully before signing.

1. The Committee has a maximum of 14 days from the date of the receipt to review this form.
2. I/we will receive a written response from the Architectural Review Committee and agree not to begin proposed projects until a written and stamped response is received.
3. No tree removal and or lot clearing will be permitted until you have received ARC approval and a building permit from the township. E mail a copy of the Building permit to the ARC members.
4. All original submitted materials, forms and documents shall remain the property of the Architectural Review Committee. You will receive a copy of the approved or declined forms and documents for your records.
5. I/we am/are responsible for obtaining any necessary permits from the Groveland Township Building and Zoning Departments.

6. No approval of plans and specification, and no publication or designation of architectural standards by the Architectural Review Committee or by the Board of Directors shall ever be construed as representing or implying that such plans, specification or standards will result in a properly designed representing or implying that such plans, specification or standards will result in a properly designed structure or satisfy any legal requirements.
7. No action or failure to act by the Architectural Review Committee or by the Board of Directors regard the Construction of any improvements within the Star Bluff Condominium Association shall constitute a waiver or estoppels with respect to future action by the Architectural Review Committee or the Board of Directors. Specifically, the approval of any such residential construction shall not be deemed a waiver of any right or estoppels to withhold approval or consent for any similar residential construction or any similar proposals, plans, specifications or other material submitted with respect to any other residential construction by such person or otherwise.
8. I/we agree to keep all improvements in good repair.
9. I/we agree to keep the road in front of the home/job site clean during construction and also to keep the silt fence maintained as well.
10. A licensed builder who is insured will perform actual construction. All applicable codes and regulation will be followed and all necessary permits will be obtained at my/our expense.
11. I/we understand that should any legal, regulatory agency require, at any time in the future modifications to this variance, they will be done at my/our expense.
12. I/we have read all applicable sections of the Bylaws and I/we understand it.
13. Construction must begin within one year (12 months) of written acceptance of proposed project and the project must be completed within one year (12 months) of commencement of project.
14. Once plans are approved by the review committee any revisions to the plan specifications must be resubmitted and are subject to the review and approval process.

DATE

SIGNATURE OF CO-OWNER

DATE

SIGNATURE OF CO-OWNER

PLEASE DO NOT WRITE BELOW THIS LINE

Lot #: _____

Site Address: _____

Owner's name: _____

Postmark Date: _____

Date Approved: _____

Date Denied: _____

By: _____

(Authorized Member of the Architectural Review Committee)

Comments from the Architectural Review Committee:
