

Updated May 2024

**REQUIREMENTS FOLLOWED BY THE  
ARCHITECTURAL CONTROL COMMITTEE (ACC)  
OF  
WINDCLIFF SHORES CONDOMINIUM ASSOCIATION (WSCA)**

## ACC MISSION STATEMENT

The Architectural Control Committee shall set and enforce reasonable standards to ensure that the Co-Owner's proposed plans are harmonious to the exterior design and existing materials of the Windcliff Shores Community. The ACC shall consider and approve designs, plans and specifications for construction of houses and surrounding landscaping that achieve a sense of harmony and certain conformity among all houses and landscapes in Windcliff Shores with a focus of maintaining high property values. In doing so, the ACC will consider various factors including, but not limited to, adequacy of construction, preservation of natural topography and features of the area, and the aesthetic appeal from the street.

## ACC REQUIREMENTS

This document is provided to assist the ACC and the Co-Owners in the Windcliff Shores community throughout the architectural review process. This document complements, supports and should be used in conjunction with the Master Deed and the Condominium Bylaws of Windcliff Shores, specifically Articles VII and VIII of Exhibit A. The ACC review process is designed to create and preserve a community that is attractive, livable, and protective of property values. To enhance curb appeal and maintain quality consistent with property values in Windcliff Shores, the ACC will look for the following as desirable house design elements: multiple and varied roof lines (i.e., roof pitch); high quality exterior siding (e.g. cement board or fiberboard); and the use of more than a single exterior material (e.g. fiber/cement board siding, stone, shake material etc.). In view of the ACC's mission of ensuring that all new construction is harmonious with both the existing architectural style and exterior materials already used in the community, it is highly unlikely the ACC would approve a house design (e.g., a brick colonial) that is inconsistent with the existing homes.

**These requirements are subject to future modification, with or without prior notice.**

### ACC Four Step Approval Process

1. ***(Note: Prior to the submission of the required architectural documents, Co-Owners are highly encouraged to submit a design sketch, which should include the footprint measurements and "top of wall" elevation, for preliminary evaluation by the ACC. This will help to ensure Co-Owners have not invested too much time and/or expense pursuing an overall design which may not be approved by the ACC.)*** Before the ACC will grant approval, one full set of architectural construction documents and architectural plans (i.e., floor plans, elevations, a site plan and a design sketch (preferably in color) of all four sides of the house) and one 11x17 copy must be submitted to LASR Property Management. The plans must also be sent electronically to LASR.

**Please Note:** [Brad@lasrpm.com](mailto:Brad@lasrpm.com) should be used for All new build communications as Brad will coordinate with the ACC.

**The submitted plans are required to include and must comply with the following:**

- a. An electric post light (which must be included on the Unit) of a type and quality and in a location as approved by the ACC.
- b. The total square footage of the dwelling, above grade level exclusive of porches, garages, breezeways, and/or any accessory building. The Unit dwelling must meet the following minimum square footage:

One Story Dwelling 1700 square feet

1-1/2 Story Dwelling 1900 square feet (1200 must be on Main Floor)

Two Story Dwelling 2300 square feet

- c. The building height, which must comply with requirement of Casco Township Zoning Ordinance of 35' dwelling height. The dwelling height is calculated by the following definition from the Casco Township Zoning Ordinance, Section 2.03:

***" i.BUILDING HEIGHT***

The vertical distance measured from the average natural grade to the highest point of the roof surface if a flat roof; to the deck of mansard roofs; and to the mean height level between eaves and ridge of gable, hip and gambrel roofs."

- d. The maximum elevation of the home ("top of foundation wall") and the adjacent driveway must not exceed a 24-inch rise, as measured from the back of curb. This point is taken from the average grade across the front of the property. The foundation wall must be covered with an approved exterior material. Upon installation of the approved landscape materials, no more than 6" of the concrete foundation wall may be exposed.
- e. The location and measurement of the driveway must be reflected on the site plan. The plan must show the elevation at the top and bottom, including the slope. The driveway must be constructed of cast-in-place concrete or asphalt paving.
- f. The placement of all structures in compliance with the minimum setbacks set forth in the Master Deed as follows:

Front Yard – 50' from backside of curb

Side Yard – 15' from lot line

Rear Yard - 40' from rear lot line

The face of the front foundation wall will be used as point of measurement. This assumes that the eave, or any roof or overhang for any unit does not exceed 12". If the eave or any roof or overhang exceeds 12" from the face of the foundation wall, the ACC reserves the right to require the unit owner

to increase the setback from the face of the foundation wall.

*(Revised by Master Deed Amendment 8)* No building shall be located nearer than thirty-two feet six inches (32' 6") from the front Unit boundary (with the front unit boundary being the point at which a Unit meets the Windcliff Drive right of way); fifteen (15) feet from any side Unit boundary and forty (40) feet from the rear Unit boundary. No building shall be located nearer than sixty (60) feet from the top of the bluff. The Unit 19 setback is 125 feet from the top of the bluff and the Unit 18 setback is 75 feet from the top of the bluff, as shown on Exhibit B. The Township requires that the setback from the bluff be the minimum setback as established by the Michigan Department of Environmental Quality. The ACC shall be authorized to require additional setbacks within certain Units in its discretion, to take advantage of certain topographical features within a unit to preserve trees or other natural features within a Unit, or to accommodate the views and vistas from adjoining or nearby units. In addition, the ACC specifically reserves the right to direct the placement of all structures built on Units 18 and 19 so as to preserve the lake view for interior Units. A 5' fence easement is maintained at the rear of all units.

- g. A full basement (which must be a minimum of 8 feet deep).
  - h. An approved residential fire suppression system that complies with the Michigan Residential Code (MRC).
  - i. Locations of footing drains, gutters, and down spouts, in addition to a sump pump with a backup system (which must be included). The plans must also reflect that all drains, gutters, and downspouts are connected to the community drainage system.
2. Following approval of the submitted plans, the lot must be staked by the builder-measuring the footprint of the house and the elevation of the top of wall. Once staked, the builder or Co-Owner must contact LASR to obtain the approval of the ACC prior to any excavation. Once approved, the builder must not deviate from the approved footprint and elevation.
3. Material samples of exterior colors shall be submitted to the ACC for approval. The exterior color of the house must be a completely different color palette than any nearby houses. Roofing and siding sample materials must be at least 2 feet in length. (Note: Roofing and siding samples do not have to be submitted at the same time as the architectural construction documents and architectural plans, but such materials must be submitted at least 15 days in advance and require the ACC's approval before the Co-Owner can finalize selection of exterior materials.)

4. A landscape plan, which must include the required automatic underground lawn irrigation (sprinkler) system, and shrubs, small trees, or other plantings, which must be included on the front, and both sides of the house. Plantings must not obstruct other Co-Owners' views. Additionally, for lots 19-34, the landscape plan must include the required sidewalk. (See Number 14 under Additional Use and Building Requirements.)

**ONCE PLANS ARE APPROVED, ANY SUBSEQUENT CHANGES MADE BY THE CO-OWNER/ARCHITECT/BUILDER TO THE ORIGINAL APPROVED PLANS MUST BE SUBMITTED TO THE ACC FOR PRIOR WRITTEN APPROVAL.**

### **Unit Owner\* Requirements**

1. PRIOR to beginning any work, each Unit Owner shall provide the Builder's Insurance Certificate listing the WINDCLIFF SHORES CONDOMINIUM ASSOCIATION, Board Members, Architectural Control Committee Members and agents as additional Insureds.
2. Construction is an industry that often changes with new systems and products. The ACC recognizes that unit owners may be considering alternative construction methods, products, and techniques. Please be aware that some of these practices, products and techniques may be in violation of the Architectural Controls for the development. All proposed work that falls in this category must be identified and submitted to the ACC for approval with a variance request.
3. Each Unit Owner is responsible for all Erosion control measures, including but not limited to perimeter silt fencing, silt sacks on all adjacent storm drains on or off the property. The Unit Owner is required to provide proof of soil erosion and sediment control plan per the Michigan Department of Environmental Quality (MDEQ) Soil Erosion and Sedimentation Control Program (SESC). Proof of a Permit issued by the regulatory agency for Permits: Within 500 feet of a Lake or Stream and/or <1 Acre of Disturbance, Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act (NREPA) (Part 91) which provides for the control of soil erosion and protects adjacent properties and the waters of the state from sedimentation.
  - a. MDEQ Contact: [Cheryl Petroski](#) 586-601-7684
4. Any site that requires Dewatering during construction operations shall provide a Settling Basin for Filtering for any water discharged from the Unit Owner's Property. This system shall be shown on the soil erosion and sediment control plan.
5. Each Unit owner shall be responsible to provide a temporary stone (CA-1) driveway for the duration of construction. This material can be incorporated as sub-base for the final driveway.
6. Each Unit Owner shall be required to provide a dumpster for the duration of the construction activities. This dumpster shall be emptied on a regular basis when

reaching capacity during the same timeframe.

7. Each Unit Owner is REQUIRED to get written permission to access adjacent lots, if necessary, PRIOR to accessing private property and provide written documentation of same to the ACC electronically and copy the adjacent Unit Owner(s).
8. Building a new home is an exciting experience, but it can also be very impactful on the community and existing property owners. To help minimize any adverse impact, each Unit Owner is responsible for ensuring that their Builder (including the builder's employees and subcontractors) is fully aware of and abides by these ACC requirements, as well as the requirements of the WSCA Master Deed and Condominium Bylaws. Additionally, each Unit Owner is responsible for any damage, including, but not limited to damage caused to the curbs, roadway, sidewalks, mailboxes, by anyone working at, visiting or making a delivery to the build site. It is understood the Unit Owner may wish to seek reimbursement from the Builder (including the builder's employees or subcontractors), but the Unit Owner is ultimately responsible for any damages caused to common elements in the community.
9. Each Unit Owner shall fund an escrow account in the amount of Five Thousand Dollars (\$5,000.00) with the WSCA PRIOR to commencement of ANY construction on the Unit Owner's Property. This escrow account shall be set up with through LASR in the name of the Windcliff Shores Condominium Association. The WSCA Board's Treasurer will have full control and authority over the Escrow account. Transactions against the escrow account (fines and/or expenses) shall be approved by the WSCA Board prior to the Treasurer initiating the transaction.
10. The purpose of this escrow account is to cover any expenses incurred by the Association in the event the Unit Owner's builder (including the builder's employees and subcontractors) fails to comply with the requirements of the ACC, Master Deed or Condominium Bylaws or causes damage to any common elements. For example, repeated failure to clean common area elements, such as the street, would result in expense if the Association is required to hire an outside contractor to complete this work. Such costs will be deducted from the escrow account. Additionally, the funds in the escrow account may be used by the Treasurer to pay for any fines levied against the Unit Owner or Builder (including the builder's employees or subcontractors) for failing to abide by any applicable requirements. Fines will be imposed as indicated in the "Restated Master Deed Windcliff Shores," Article XII (e) (page 33). The escrow balance will be returned on completion of lot Landscaping/Irrigation System and Final Punch List.

## **Builder/Landscaper\* Requirements**

**The Unit Owner is ultimately responsible for ensuring these requirements are met.**

1. All nearby storm water drains must be screened.\*
2. Environmental screening of lot must be installed prior to excavation. Additionally, erosion control measures shall be undertaken for the duration of construction and during landscaping as necessary.\*
3. The builder/landscaper will ensure that the roadway is maintained in a clean, debris/mud-free condition on a daily basis throughout the excavation, construction and landscaping process. As stated above, if the roadway is not maintained properly, and the WSCA is required to incur expenses to clean the roadway, such costs shall be deducted from the Unit Owner's Escrow Account.\*
4. A copy of the building permit issued by Casco Township must be posted on the front of the property throughout the construction period.
5. The builder/landscaper must comply with all requirements set forth in this document.\*
6. Prior to excavation and forming footings or foundation walls, the builder must provide a surveyed staked marker indicating the top of foundation wall elevation that matches the maximum rise of 24" from back of curb (as noted in paragraph d of the plan requirements above). This marker must remain in place for the duration of the construction and be located such that the construction operations will not require its removal.
7. The builder/landscaper must protect the common element street and curbing. Equipment such as dozers, tractors, back-hoes etc. shall have rubber treading to be loaded and unloaded on the street. Steel treading will be allowed provided that the equipment is loaded and unloaded on the unit property and is NOT driven on the street or across the curb. Any damage will be charged to the Unit Owner's Escrow Account.\*
8. The builder shall maintain the community engineered drainage system inclusive of the overland water flow by established grades. Any regrading of the property to accommodate the home structure shall be installed to maintain the pre-construction overland water flow drainage. NO excess spoils shall be spread over the site contrary to the engineered grade. The builder must haul off any excess spoils from basement, foundation or stripping operations.
9. The builder/landscaper shall contain all construction activities within the property bounds of the Unit site lot. All equipment and construction materials are to be contained within the boundaries of the lot where construction is taking place. A

reminder that, if access onto or from across a neighboring property is necessitated by construction operations, Paragraph 7 of the Section outlining "Unit Owner Requirements" requires prior written permission (See Paragraph 7). Any damage or disturbed areas on adjacent units must be restored by the builder/landscaper.\*

9. Initial landscape installations require the use of a professional licensed installer with a current certificate of insurance.

10. Construction Noises.

Any construction, demolition, alteration or repair of any building or structure, excavation of any building site, construction, or excavation of any improvement, including operations required for said construction or excavation, are not permitted between the hours of 7:30 p.m. and 7:00 a.m. weekdays, and 5:00 p.m. and 9:00 a.m. on Saturdays, with no outside activities on Sundays or Holidays, unless written approval is obtained from the WCS ACC.\*

11. Parking, Deliveries and Egress.

The builder/landscaper is responsible for communicating and enforcing the following restrictions:

- a. Workers and other visitors to the build site shall park in front of the build site, in front of the immediately adjacent lots on either side of the build site or in front of the lots in the same configuration directly across the street from the build site. However, there shall be no parking within ten (10 feet of a mailbox or driveway. (Note: Future parking requirements will be issued for a build on lot 34 – next to tennis court and lot 18 – top of bluff north.)
- b. Every vehicle (e.g., workers' cars, step vans, delivery trucks and heavy equipment/materials haulers) leaving the build site must drive to the cul-de-sac to turn around. THERE IS NO BACKING UP AND TURNING AROUND IN OTHER HOMEOWNERS' DRIVEWAYS.\*

\*Asterisked requirements apply to the builder and landscaper. All other requirements apply to the builder.

### **Additional Use and Building Requirements**

1. **Use:** Multi- unit dwellings are not allowed.
2. **Garage:** The single-family residence must have a two or three car-attached garage.
3. **Business Use:** No business or commercial use is intended or will be allowed.



4. **Antenna:** No exterior antenna or aerial of any kind may be erected or maintained anywhere within any Unit or the Condominium Premises, except satellite dishes of 36 inches in diameter or smaller, if appropriately screened as determined by the ACC. In addition, any dish must meet the additional requirements of Casco Township specifically related to Satellite Dishes, per SECTION 3.22 SATELLITE DISH ANTENNA, of the Casco Township Zoning Ordinance, 2010 with amendments.
5. **Temporary Facilities:** No structure of a temporary character, including an outbuilding, trailer, basement, tent, shack, garage, shed or barn is allowed.
6. **Lights:** Aside from the approved electric post light, no other lights, spotlights, floodlights, or similar type-high intensity lighting shall be placed or utilized upon any Unit that in any way will allow light to be reflected on any other Unit or the improvements thereon or upon any Common Areas. Other types of low intensity lighting that do not disturb the Co-Owners or other occupants of the Condominium shall be allowed.
7. **Building Completion:** The construction must be completed within a 12-month timeframe from permit issuance. If no concrete footings have been poured within twelve (12) months from receipt of ACC approval, the ACC approval shall be deemed to have lapsed.
8. **Exterior Materials:** The exterior of each residence shall be of high quality, new materials such as stone, wood siding, cement board or fiberboard siding and the roofing shall either be shingles or shakes. Premium Grade Vinyl Siding is allowed with ACC approval. No prefabricated buildings or portions thereof or modular homes of any kind shall be permitted. No single or double wide mobile homes shall be permitted. No old or used buildings of any kind shall be moved or reconstructed on Unit. All exterior windows shall be wood, or clad wood, such as, but not limited to Andersen or Pella.
9. **Accessory Buildings:** Only one accessory building shall be allowed of 120 square feet or less per Unit. The accessory building shall have an architectural character and design including, but not limited to, color, siding, roofing, roof pitch, doors, that are the same as the principal building. No other shed, storage building, trailer, or similar item shall be placed on Unit.
10. **Utilities:** All utilities are to be underground, direct buried for Phone, Electric and Gas service.
11. **Air Conditioners/Generators:** No "through the wall" or "through the window" air conditioners are allowed. Outside compressors for central air conditioning units and optional Generators shall be located within ten (10) feet of the residence being served by such equipment. Locations of AC Units, Generators, or any other

exterior devices need to be identified on submitted documents to be reviewed and approved by the ACC. The intent is to cause the least possible disturbance to neighboring Units.

12. **Trees:** Trees exceeding six (6) inches in diameter may not be removed or cut from any portion of the Unit for purposes other than construction of a residence and improvements reasonably related thereto, without the prior approval of the ACC.
13. **Swimming Pools:** If a swimming pool is requested, it shall be constructed in the ground and shall be enclosed by a permanent fence of at least four (4) feet high. Construction thereof shall be commenced only with the prior written approval of the ACC, and the ACC is expressly authorized to deny any such approval, at its discretion.
14. **Walkways:** The Co-Owners of Units 19 through 34 shall be responsible for the installation of the sidewalk shown on Exhibit B before an occupancy permit is issued for a structure built on the Unit. The sidewalk must be located inside the twenty (20) foot wide utility easement along the road and must be located seven (7) feet from the back of the curb. It must be five (5) feet wide and shall contain six-bag limestone.
15. **Mailboxes:** Association will provide mailbox per Master Deed. Co-Owner will be responsible for installation of the mailbox in accordance with the Association's specifications before occupancy.
16. **Solar Panels:** Solar panels are addressed in a separate document, which was distributed to WSCA Homeowners in April of 2022, and which is posted to the WSCA Web Portal.

#### **17. Landscaping: Front and Rear Views**

- New Landscaping Designs / Implementations cannot include plantings, equipment or furniture that would obstruct other Co-Owners lake views whether they have built yet or not
- Landscaping plans are required to include plant/tree/shrub type, count, and maturity heights for each species
- Permanent or seasonal lawn furniture or design elements that would obstruct current or future lake views is not permitted
- Existing landscaping including trees, shrubs, or decorative grasses must be maintained and trimmed as to not obstruct current or future lake views. The WSCA Board will enforce these rules and has the right to hire qualified service providers to complete required work to enforce these rules. Costs for these services will be billed back to the individual homeowners.
- Any additional significant additions or changes to street facing views post build and landscape installations will need to be reviewed and approved by the ACC prior to installation.

**18. Changes to Exterior of Homes:** Any changes to the exterior of existing homes require submission to the ACC for approvals prior to installation. This includes items such as painting, porches, patios, major replanting, generators, air-conditioners, etc.

**19. Vegetable Gardens:** A raised vegetable garden is an extension of your home and professional landscaping design. As a result, certain requirements are required if homeowners would like to add this to their landscaping. Layout, design, and materials used must be approved by the ACC prior to installation following the requirements below:

- Gardens are required to be planted in a raised bed. No at grade plantings will be allowed. This includes berry bushes. Fruit trees are acceptable to be planted at grade.
- Raised planting areas cannot exceed 120 square feet in the aggregate
- Construction material will be made from non-treated wood such as new cedar planks or stone material matching the homeowner's unit. In the alternative the beds can be constructed to match siding and trim of the existing unit.
- Visible exterior wood should be maintained using a color fast stain
- Landscape plantings are required to obstruct views from east/west neighbors
- Raised planting area cannot be visible from street views
- Vegetable, herb, and gardens shall be maintained regularly to prevent excessive weed growth. All plants located in a garden shall not exceed 5'-0" in height
- Excess debris must be removed at the end of the gardening season. No compost piles are allowed on any portion of the property
- If surrounding fencing is used, must be made from approved decorative material. The use of chicken wire, chain link or other inferior material
- is prohibited.
- Installation cannot impede the east west rear yard drainage as part of the development engineered system.
- The irrigation system needs to be extended to this area and regular watering would be required as part of any approval.
- The planting area needs to be a minimum of 5' from the back-property line and 5' from east/west property line.

**20. Fines:** Fines may be levied against the Unit Owners in violation of ANY Architectural Controls Committee rules or requirements as determined by the Windcliff Shores Condominium Association Board. If levied, fines may be deducted from the escrow account or automatically be added to the Unit Owner's monthly assessment. Fines will be imposed as indicated in the "Restated Master Deed Windcliff Shores," Article XII (e) (page 33).

In order for the submission to be complete, the Unit Owner must submit the SIGNED WSCA-ACC UNIT OWNER'S REQUIRED DOCUMENT SUBMISSION CHECKLIST, this SIGNED ACC REQUIREMENTS FORM and a SIGNED VARIANCE FORM, if requesting a variance.

Submittal for: \_\_\_\_\_, Lot: \_\_\_\_\_, Date: \_\_\_\_\_

**Variance Request:** If the Co-Owner wishes to deviate from any of the above requirements, the Co-Owner must pre-request a variance. Please indicate below whether any variances are being requested and, if so, use the itemization listing below to identify ALL areas that do not meet the requirements set forth herein.

Does the Submittal request a variance from:

1. ACC Requirements?

YES \_\_\_\_\_ NO: \_\_\_\_\_

If yes, please explain:

2. Casco Township Zoning Ordinance Requirements?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain:

Co-Owners seeking a variance from a Casco Township Zoning Ordinance should seek approval from the ACC before seeking approval from the Township. The ACC's pre-approval is non-binding on the Township; the ACC's pre-approval of a zoning variance only allows the Co-Owner to request a zoning variance from Casco Township per the Township's requirements and submission procedures. If Casco Township approves a variance from the Casco Township Zoning Ordinance that differs in any way from the variance pre-approved by the ACC, the Township's approval shall be non-binding on the ACC and the Co-Owner must request new approval from the ACC.

**By your signature below you are acknowledging that you have read and will comply with the requirements set forth in: (1) the Master Deed; (2), the By-Laws of Windcliff Shores, specifically Articles VII and VIII of Exhibit A; and (3) the requirements set forth in this document.**

Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As to Builder/Landscaper requirements on pages 7 through 9:

Builder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landscaper's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Timeframe:** Submittal Received: \_\_\_\_\_

Response Required (30 Days from above): \_\_\_\_\_

Change/Additional Information Requested: \_\_\_\_\_

Change/Additional Information  
Received: \_\_\_\_\_

Response Required (15 Days from above): \_\_\_\_\_

(Attach additional page if subsequent changes or additional  
information is requested.)

The ACC is required to respond to a request for approval within thirty (30) days from the ACC's receipt of the full set of architectural construction documents and architectural plans. The ACC may respond by: (1) granting its approval; or (2) requesting changes and/or additional information. If the ACC requests changes or additional information, it shall respond to each subsequent submittal of plan changes or additional information within 15 days.

APPROVAL GRANTED: \_\_\_\_\_

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

#### Variance of ACC Requirements

ACC Variance Approval–Rejection Date: \_\_\_\_\_

#### Variance of Casco Township Zoning Ordinance

If a Co-Owner submits for a zoning variance (after “pre-approval by the ACC), the ACC’s timeline for review does not begin until the Co-Owner submits the documentation from the Township approving the requested zoning variance.

ACC Pre-Approval–Rejection - Date: \_\_\_\_\_

Variance Request Submitted to Township - Date: \_\_\_\_\_

#### **ACC Reviewers (minimum of 3):**

Names: \_\_\_\_\_

#### **UNIT OWNER’S REQUIRED DOCUMENT SUBMISSION CHECKLIST**

**All Unit Owners must submit this form, completed in its entirety and signed, with their final submission.**

Below is a list of all documents and attachments which must be included with a formal submission in order for the Architectural Controls Committee (ACC) to consider it to be a complete submittal. Unit Owner's must check boxes to indicate each item has been included with this submission.

- ☐ Final Plans for Architectural Control Committee Review
  - ☐ Site Plan with dimensions and grade elevations notes
  - ☐ Site Drainage plan indicating locations of connections for downspouts and building drains
  - ☐ Floor Plans with spot elevations noted
  - ☐ All Elevations with proposed grades illustrated
  - ☐ Fire Sprinkler Plans or notes indicating the requirements
  - ☐ Site Landscape Plan with plant and landscape material schedule
  - ☐ Irrigation plan for all lawn and planting bed areas
- ☐ Certificate of Insurance with additional Insureds noted
- ☐ Material Samples for ALL exterior materials including but not limited to brick, roofing, siding and trim.
- ☐ Current Casco Township Building Permit Copy
- ☐ Copy of permit or correspondence from authorizing agency per the Michigan Department of Environmental Quality (MDEQ) Soil Erosion and Sedimentation Control Program (SESC).
- ☐ Confirmation that the Unit Owner has opened the escrow account through the Board of Directors, of the Windcliff Shores Condominium Association.
- ☐ Unit Owner Acknowledges that they have read and understand and shall comply with their obligations as specified in the ARCHITECTURAL CONTROL COMMITTEE (ACC) OF WINDCLIFF SHORES CONDOMINIUM ASSOCIATION (WSCA) REQUIREMENTS.

Signature:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Lot No.: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED WITH FORMAL SUBMITTAL**