

ARBOR HILLS CONDOMINIUM ASSOCIATION
Alteration / Modification Request Form

Please fill out this form if your proposed alteration/modification meets one or more of the following:

- If you are required to apply for a permit from the City of Ann Arbor
- If your modification will exist within three feet of your lot line
- If modifications or alterations affect the exterior to your house
- If your modification will impact drainage, streetlights, mailbox stands, sidewalks, easements, roads, and any common elements.

Date: _____ Lot #: _____ Owner Phone #: _____ Owner Email: _____

Owner Name: _____

Owner Address: _____

REQUESTED MODIFICATION: _____

Work will be preformed by: _____

Modification plans must be discussed with all next-door and back door neighbors if applicable, before this form can be submitted. This can be a courtesy to alert your neighbors that contractors may be parked in the street or cross onto their property. Approval is not contingent on your neighbors' opinion, but the Board will take any concerns into account. Additional opinions may be solicited at the Board's discretion.

Printed name of next-door neighbor: _____ House No: _____

Signature of next-door neighbor: _____ Lot No: _____ Date: _____

Comments: _____

Printed name of next-door neighbor: _____ House No: _____

Signature of next-door neighbor: _____ Lot No: _____ Date: _____

Comments: _____

Printed name of back-door neighbor: _____ House No: _____

Signature of back-door neighbor: _____ Lot No: _____ Date: _____

Comments: _____

Please attach a copy of the modification plan. Please also attach a copy of your mortgage survey, clearly showing the position of the proposed modification in relation to your home and lot.

Number of attached pages: _____

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Please read the following Rules & Regulations closely before signing below:

1. No modification may occur outside your property line. Fences may not lean or extend over one's property line. Decks must end at least three feet from one's property line.
2. You must present an approved copy of this form to obtain your city building permit for a deck or fence.
3. Construction safety is the homeowner's responsibility. All applicable codes and regulations must be followed. Any necessary permits will be obtained at the homeowner's expense prior to start of construction.
4. All maintenance to this alteration/variance/modification will be performed at the homeowner's expense.
5. Any maintenance costs incurred by the Association or by a legal regulatory agency as a result of this work being performed will be the responsibility of the homeowner.
6. This alteration/variance/modification is subject to all the requirements of the By-laws, occupancy agreements, and any other applicable regulations at the Board's discretion.
7. I have read the Association By-laws and am aware of my property easements and restrictions.
8. I understand that it is my responsibility to advise future occupants and/or homeowners of this modification and of their above responsibilities.
9. All of the above information is truthful and accurate.

Signature of Homeowner: _____ Date: _____

No work shall commence until written approval is received and all work must be completed within one year of approval. Completed Form must be mailed, faxed, or emailed to:

Casa Bella Management, Inc.
850 N. Crooks Road Ste 100
Clawson, MI 48017
248-655-1500 Office, ext 1010
248-655-3900 Fax
alex@casabellamanagement.com

Approved By: _____ Date: _____

Comments: _____

Not Approved Reason: _____

Appendix A

Guidelines for building Decks

- Decks must comply with City building codes and ordinances.
- Ground level entries must be at least three feet from property line.
- Maintain a three foot un-mowed buffer from wetlands in wetland easements.
- Tagged trees may not be removed to accommodate construction.
- Observe conservation easement requirements.
- Decks must be completed within one year of request approval.

Tips for Decks

- Include a copy of your deck design plan.
- Make sure deck dimensions are clearly marked.
- Clearly notate stairs and entries on to the deck.

Guidelines for building Fences

- Fence construction requires obtaining a building permit from the City of Ann Arbor.
- Fencing must be four feet or less in height.
- Fencing must be decorative and have 50% opacity.
- Fencing height and opacity exceptions will be considered for fences backing up to highways.
- Fences can only extend on a line from the back of the home toward the back of the property.
- Fences must be completely contained within the property line.
- For maintenance purposes, it is recommended that fences are kept six inches to one foot from the property line.
- When gates are opened or closed, they must be contained within the property line.
- An un-mowed buffer of three feet from wetlands shall be maintained for wetland easements.
- Access must be maintained to any easements for maintenance and inspection purposes (or access will be gained at homeowner expense).
- Fence construction must be completed within one year of request approval.

Tips for Fences

- Include a copy of your fence design plan.
- Include a description or diagram of your fence profile.
- Make sure fence dimensions are clearly marked.
- Clearly note the attachment of fences to any existing fences or structures.
- Clearly note the gate location.

Guidelines for Roof Shingle Replacement

- Indicate the style and color of the replacement shingles.
- Make sure the shingle color is similar to that of your original roof or a brown or gray earth tone.