



**Cedar Shores Campground**  
**5916 Cedar Shores Dr. Harrison MI 48625**  
**989-539-2051**

## Building Permit Application

Co-Owner Name \_\_\_\_\_ Lot # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
Contractor (if applicable) \_\_\_\_\_

The above named co-owner hereby makes application to Cedar Shores Campground Condominium Association to make the following listed alteration, change, or improvements at the above stated lot. Briefly describe the change or improvement being requested. Include the nature, kind, shape, size, floor plan, material and location of the proposed enclosure, roof over, permanent awning, deck, fence, patio area, or replacement of an RV unit, shed, or satellite dish antenna. Attach drawings or sketches as needed to clarify the plan.

I certify that I have received, reviewed and understand the current Building Restrictions and Regulations. It is further understood that I will be held responsible for removal of all construction refuse from the park. No construction refuse is allowed in the park dumpsters or on common ground. I will be subject to fines and penalties, as stated in the Condominium Rules and Regulations, should present or future violations result from said construction/ alterations described in this application. I agree to complete the work described herein and request final inspection for regulation compliance by the Architectural Committee on or before the permit expiration date. (local permits from the township required if necessary)

Co-Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor's Signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

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At the Architectural Committee meeting, this application was \_\_\_\_denied \_\_\_\_approved

Assigned Building Permit # \_\_\_\_\_ Expiring on \_\_\_\_\_



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## **Building Restrictions and Regulations**

There are restrictions on the use of your lot (a Limited Common Element). A Co-Owners lot may contain the following subject to approval by the Association:

- 1) One recreational unit, (per Act 368 of 1978, Section 33.12501, Definition and Construction).
- 2) Approved recreational unit skirting.
- 3) Expandable additions (pop-outs or slide-outs) manufactured as part of the original unit.
- 4) One enclosed addition (Florida room/ three season room/ screen room)
- 5) A canvas screen room attached to either a canvas awning or to the recreational unit
- 6) Permanent – type awnings
- 7) One storage building (shed). (Garages, carports, and concrete drive pads and / or driveways are not permitted)
- 8) Propane gas tank (s): maximum of 125 gallons total capacity per lot. Vertical tanks must be chained to prevent tip over. (per health dept) Tanks must sit solidly on patio blocks or equivalent.
- 9) Approved wood decks, and patio areas (swimming pools, hot tubs, and Jacuzzi tubs are not permitted)
- 10) One campfire pit
- 11) Antennas: properly grounded and no higher than eight (8) feet above the unit. Satellite dishes are permitted as long as they do not exceed forty (40) inches in diameter.
- 12) Locations: the location of all recreational units or other structures, such as sheds, and awnings shall have a unobstructed path which is not less than four (4) feet wide and which extends completely around the recreational unit. Recreational units shall be inside the property by a margin of three (3) feet. Units prior to 2010 will be grandfathered in.
- 13) No permanent structures requiring footings are allowed on any lot.
- 14) No concrete slabs are permitted other than runners under the camping unit. Such runners will not exceed twenty four (24) inches in width.
- 15) Privacy fences are not allowed. Decorative fences such as split rail may be erected, as long as fences are kept up and do not become unsafe or eyesores.

“FOR SALE BY OWNER” or other realtor signs may be displayed only in window of the recreational unit. Advertising signs of any other kind shall not be displayed at any Co-Owner’s lot without prior authorization.

## **When Are Permits Required?**

Bylaws Article VI, Restrictions, Section 3 states that a Co-Owner shall not make any alteration, changes or improvements within the condominium without the express written approval of the Board of Directors. The Board of Directors has authorized the Architectural Committee to review requests and issue / deny permits. The Park Manager may also issue a permit only when the Architectural Committee members are not readily available. General maintenance and repair, the placement of black dirt, gravel, mulch, plants, trees and flowers is allowed without the need for a permit, as long as it does not change the grade of the lot. Be aware of water, electrical, phone, and cable lines. When in doubt, feel free to contact the park manager to determine if need a permit or for the location of underground utilities.

A Permit Request by the Co-Owner should include the nature, kind, shape, type, size, floor plan, materials and location of the proposed addition / change. Permits are required prior to starting construction enclosures, roof-overs, permanent awnings, decks, fences, and patio areas or the placement of sheds. The Clare Soil and Water Conservation District requires a permit for any earth change within five hundred (500) feet of a lake or stream.

### **Decks:**

A wood platform usually constructed from treated lumber. The support posts which extend into the ground may not be cemented in (local regulations). A permit is needed.

### **Sheds:**

One enclosed structure constructed of wood having a shingled roof. The style may vary. The shed size may not exceed (10) feet in length, (8) feet in width, and (8) feet in height. The location of the shed is at the Co-Owners discretion. However it would be advisable not to set it over the water or electrical lines. Sheds may be vinyl sided to accent the camping unit. Plastic or tin sheds are not acceptable. A permit is needed for sheds.

### **Awnings:**

Awnings of the permanent type (not canvas) are to be constructed of aluminum or aluminum and Styrofoam materials. Most aluminum retailers have these items readily available. The size of these structures should be kept within reason and advisable that the length be not more that (6) feet longer than the unit. Keep in mind that a permit is required for this structure.

**Enclosures:**

Expandable additions (pop-outs and slide-outs) which are manufactured as part of the recreational unit are allowed. An enclosed addition (commonly called Florida Room) is allowed. The addition must be of manufactured unit coordinating with the character and design of the Park Model trailer or recreational vehicle to which it is attached. The exterior finish of the enclosure must be screen, glass and / or metal trim that is reasonable compliments the exterior of the recreational unit to which it is affixed. All enclosures must be attached to the primary recreational unit, but the enclosure must be removable (to the extent necessary to comply with the temporary placement requirements of our Campground License). No wood frame or similar construction is allowed. The enclosure may not exceed the length of the Park Model trailer or recreational unit to which it is attached and positioned. The enclosure may not extend more than ten (10) feet from one side of such unit. No other enclosures are permitted on a lot except that a temporary winter enclosure is allowed, so long as it is not erected prior to October 15<sup>th</sup> of any year and is removed not later than April 15<sup>th</sup> of the next year.

**Repairs, Maintenance, Alterations:**

No repairs, maintenance, or alterations to a trailer are permitted if it changes the manufactured size, configuration, or general character of the park model trailer, travel trailer or other recreational vehicle. Enclosures (also know as Florida rooms) are allowed as long as they comply with all other requirements of these rules.

**Roof-Overs:**

Shingled / built-up roofs, commonly called roof-overs, are allowed on basic park model trailers, travel trailers and other recreational vehicles only. Florida Room roof-overs are not allowed. Shingle4d/ built-up roofs shall not exceed a pitch of 3/12 and must be affixed to the basic recreational unit. The erection of shingled roofs on treated timbers (pole barn roof type) is not permitted.

**Trees:**

Permission from the Architectural Committee or Park Manager is needed for tree removal. The removal of trees from one's property is discouraged. A tree twelve to eighteen inches in diameter takes at least sixty years to grow. If a tree interferes with the placement of a trailer or unit, the tree may be taken down. If a tree presents a safety or health problem, it may be removed. Other reasons may be considered by the Architectural Committee.

It is the Co-Owners responsibility to obtain and satisfy all county and township requirements.