

**SUNSET FOREST ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE**

PROJECT APPROVAL FORM

Page 1

Applicant Name:	Home Tel:	
	Work Tel:	
	Cell:	
Home Address:	Fax:	
	Email:	
Mackinac Island Address: o	Development:	
	Woodbluff	
	Stonecliffe Manor (I)	
	Stonecliffe Manor II	
	Stonecliffe Manor III	
Date Submitted (1st): Drawing Date: Date Submitted (2nd): Drawing Date: Date Submitted (3rd): Drawing Date:	Stonecliffe Manor IV	
	Lot Number(s)	

Project Type:			
New Home Construction		Other Structures / Improvements	
Alterations		Landscaping	
Additions		Other	
Major Repair / Replacement			

Detailed description defining the overall scope of the project:

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Home Architectural Style – Victorian / Turn-of-the-Century:			
Gothic Revival		Folk Victorian	
Second Empire		Tudor Revival	
Italianate		Shingle	
Stick Style		Victorian Cottage	
Queen Ann – Spindle Work		Turn-of-the-Century Cottage	
Queen Ann – Free Classic		Other	

Proposed Project Start Date:	Proposed Project Complete Date:
Milestone Start Dates:	
Lot Clearance:	Exterior Rough:
Excavation:	Exterior Finish:
Foundation:	Interior Finish:

Certified Architect Information (Name, Company, Address, Tel., etc.):
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Contractor(s) Information (Name, Company, Address, Tel., etc.):
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Plan Review – Check List: (Y - Yes, N - No, I- Incomplete, A - Not Applicable, R – Not Required)

1	Detailed elevation drawing(s) – Front, Rear and both Sides – to scale and fully dimensioned.	↑	Comments:
2	Detailed floor plan drawing(s) for each floor – to scale and fully dimensioned.	↑	Comments:
3	Detailed foundation drawing(s) – to scale and fully dimensioned.	↑	Comments:
4	Detailed roof drawing(s) – to scale and fully dimensioned.	↑	Comments:
5 <input type="checkbox"/> <input type="checkbox"/>	Detailed drawing(s) of any special retaining walls, fences, topography alterations, drainage, septic, etc.	↑	Comments:
6	Detailed drawing(s) and/or descriptions (catalogs, brochures, manufacturer’s specifications, etc.) of porch design details – ceiling, railings, and skirting, etc.	↑	Comments:

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Plan Review – Check List: (Y - Yes, N - No, I- Incomplete, A - Not Applicable, R – Not Required)

7	Detailed drawing(s) and/or descriptions (catalogs, brochures, manufacturer’s specifications, etc.) of exterior trim details.	↑	Comments:
8	Complete exterior bill of materials for the proposed project indicating size, material types, colors and textures of all exterior elements, including roof materials and any fences and/or retaining walls.	↑	Comments:
9	Detailed manufacturer specifications and catalog sheets for proposed exterior windows, exterior entryway doors and garage / shed / carriage house doors.	↑	Comments:
10	Detailed plot plan drawing showing the placement of the project on the property and its relationship to other structures – to scale and fully dimensioned.	↑	Comments:
11 <input type="checkbox"/> <input type="checkbox"/>	Detailed engineered plan for topography changes and showing proper storm water runoff.	↑	Comments:
12	Copy of recent dated lot survey (within last two years), along with name, address and telephone number of licensed surveyor. Lot lines shall be re-established and permanently marked prior to starting the approval process.	↑	Comments:

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Plan Review – Check List: (Y - Yes, N - No, I- Incomplete, A - Not Applicable, R – Not Required)

13	Detailed engineering drawing showing individual septic systems (where required) – to scale and fully dimensioned.	↑	Comments:
14	A perspective drawing, if deemed necessary by the “Committee”, to adequately interpret the exterior design.	↑	Comments:
15	Any other data, drawings or materials, which the “Committee” requests in order to fulfill the approval process.	↑	Comments:
16	Finished living area total square footage provided. See SFA “Architectural Review & Building Handbook” for definition.	↑	Comments:
17 <input type="checkbox"/> <input type="checkbox"/>	Detail information regarding roof pitch provided.	↑	Comments:
18	Exterior paint palette selection submitted.	↑	Comments:

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Plan Review – Check List: (Y - Yes, N - No, I- Incomplete, A - Not Applicable, R – Not Required)

19	<p>Preliminary project print package received.</p> <ul style="list-style-type: none"> - Quantity (1) complete full size print package. - Quantity (10) reduced size (8-1/2" x 17") copies print package. 	↑	Comments:
20	<p>Final approved project print package received.</p> <ul style="list-style-type: none"> - Quantity (1) complete full size print package. <p>** Final package showing all updates and changes required.</p>	↑	Comments:
21	<p>Certified check for independent architectural firm review (contracted to assist "Committee" in final review) to be furnished.</p>	↑	Comments:
22	<p>"Proof of adequate Security" from the Co-owner and/or his Contractor(s) to be furnished.</p>	↑	Comments:
23	<p>Co-owner signed document:</p> <p>"SFA ARC Co-owner Acknowledgement Statement"</p>	↑	Comments:
24	<p>Co-owner signed document:</p> <p>"SFA ARC Co-owner Storage Acknowledgement Statement"</p>	↑	Comments:

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Plan Review – Additional Requirements / Changes: (Necessary for Approval)

1	
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Plan Review – Additional Requirements / Changes: (Necessary for Approval)

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Plan Review – Additional Requirements / Changes: (Necessary for Approval)

9	
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Plan Review – Additional Requirements / Changes: (Necessary for Approval)

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Plan Review – Additional Requirements / Changes: (Necessary for Approval)

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19	-
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Plan Review – Recommendations:

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Page 8B

Plan Review – Recommendations: (Not required for approval)

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Plan Review – Recommendations: (Not required for approval)

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Plan Review – Recommendations: (Not required for approval)

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<input checked="" type="checkbox"/>	The “Committee” has not approved the preliminary plan with explanation:	
1st Date:	2nd Date:	3rd Date:

<input checked="" type="checkbox"/>	The “Committee” requests additional information – data, drawings, materials, etc. – and/or changes in order to fulfill its function:	
1st Date:	2nd Date:	3rd Date:

<input type="checkbox"/>	The “Committee” has conditionally approved the project based upon certain factors and additional requirements listed and mandated:	
1st Date:	2nd Date:	3rd Date:

<input type="checkbox"/>	The “Committee” has approved the preliminary plan and specifications, marked approved and dated:	
Final Approval Date:		

Sunset Forest Association – Architectural Review Committee		
Members:		
Stonecliffe Manor (I) Condominiums Representative – John Hubel		
Stonecliffe Manor II Representative – Dick Riel		
Stonecliffe Manor III Representative – Jim Reitman		
Stonecliffe Manor IV Representative – Katie Pereny		
Woodbluff Representative – Bob French		

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Note 1: It is the responsibility of the Co-owner to be fully knowledgeable with the restrictions and requirements as outline in the SFA “Architectural Review & Building Handbook” prior to submission of a formal project request for review and approval.

Note 2: The Co-owner understands that the SFA handbook makes every attempt to be accurate and forthcoming in its intent, content and representation. It is meant to be a tool to assist Co-owners in their home building experience. Co-owners and their representatives shall not hold Sunset Forest Association, Inc., the Associations of Woodbluff, Stonecliffe Manor (I), Stonecliffe Manor II, Stonecliffe Manor III, and Stonecliffe Manor IV; their Officers and Board members; volunteer members of the Architectural Review Committee, or any of their representatives, members, co-owners or associates liable for any issue resulting from the use or reference of this handbook, along with the review and approval process, in general and complete.

This handbook is the sole property of Sunset Forest Association, Inc. of Mackinac Island, Michigan. It may not be copied – in portion or full, nor distributed by anyone other than authorized representatives of Sunset Forest Association, Inc.

Note 3: It is the responsibility of the Co-owner to be fully knowledgeable of all documents associated with the individual Association Development(s) prior to submitting project requests: Master Deed, Condominium and Association Bylaws, Subdivision Plan, Articles of Incorporation, Restrictions, Regulations, Governing Instruments, etc. - and all Amendments to these documents.

Note 4: It is the responsibility of the Co-owner to contact the Building Department of the City of Mackinac Island and to be become fully knowledgeable of City ordinances and building codes along with zoning and building permit requirements prior to submitting project requests.

Note 5: The Co-owner shall have written approval from the Development(s) Architectural Review Committee before any project or improvement is to commence. The Co-owner shall, also, have written approval from the Zoning and Building Departments of the City of Mackinac Island for those projects and improvements were a zoning and building permit and/or variance is required.

Note 6: The Co-owner understands that Sunset Forest Association, Inc. is a non-profit association consisting of property owners from the following developments of Mackinac Island: Woodbluff, Stonecliffe Manor (I), Stonecliffe Manor II, Stonecliffe Manor III and Stonecliffe Manor IV.

This membership association was incorporated with the following goals in mind:

1. Coordinating safety for property owners, their families, and their guests.
2. Collaborating on Architectural Review
3. Improving communication between all six developments, the City of Mackinac Island, and the Mackinac Island State Park
4. Protecting the unique character of Sunset Forest as a private Mackinac Island community

Sunset Forest Association, Inc.
P.O. Box 1941
Mackinac Island, MI 49757

Revised March 1, 2019