

Sunset Forest Association
Architectural Review and Building Handbook

Section IV - Architectural Plan Submittal and Approval Process

Before submitting a project for approval, please be aware of the following:

- A. 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.
- B. It is the responsibility of the Co-owner to contact the Building Department of the City of Mackinac Island and to be fully knowledgeable of City ordinances and building codes along with zoning and building permit requirements prior to submitting project requests.
- C. 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 where a zoning and building permit and/or variance is required.

Process for SFA Architectural Review Committee

The following procedure outlines the step-by-step process to be used by the Sunset Forest Architectural Review Committee (“Committee”) for the review and approval of all new construction, as well as, remodeling, additions, major repair / replacement and appending structures – i.e. gazebo, garage, carriage house, shed, deck, decorative fencing, retaining walls, swimming pool, barbeque pit, sidewalks, landscaping, etc. – or other improvements to be built or erected and any changes to existing building or structures prior to the construction.

1. Co-owner shall submit, by registered mail or in person, a letter and preliminary proposed plan document package to the “Committee”. The letter shall be a formal request for preliminary review and approval by the “Committee” for the proposed project. The letter shall be addressed to the appointed “Committee” member for the particular Association Development (Stonecliffe Manor I, II, III, IV). The package shall include the following information:
 - a. Co-owner name(s), permanent address, home / work / fax / cell telephone numbers, e-mail address.
 - b. Development name and lot number (Example: Stonecliffe Manor II, Lot 15).
 - c. Detailed description of the proposed project.
 - d. Proposed start and finish dates along with milestone dates – foundation, rough, etc..
 - e. Name, address and telephone numbers of certified registered architect contracted by the Co-owner.

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2. Quantity (1) - Complete full size set of certified print package and material list to be left permanently with the “Committee”. Package shall be produced at the Co-owners expense and shall include the following as a minimum:
 - a. Detailed description defining the overall scope of the proposed project.
 - b. Detailed elevation drawings, all four sides, to scale and fully dimensioned.
 - c. Detailed floor plan drawings for each floor, to scale and fully dimensioned.
 - d. Detailed foundation drawings, to scale and fully dimensioned.
 - e. Detailed roof drawings, to scale and fully dimensioned.
 - f. Detailed drawings of any special retaining walls, fences, topography alterations, drainage, septic, etc.
 - g. Detailed drawings and/or descriptions of porch design details, including ceilings, railings, and skirting. These can be catalogs, brochures, manufacturers specifications, etc).
 - h. Detailed drawings and/or descriptions of exterior trim details.
 - i. Complete exterior list of materials indicating size, material types, colors, and textures of all exterior elements, including roof materials, fences, and retaining walls.
 - j. Detailed manufacturer specification and catalog sheets for proposed exterior windows, exterior entryway doors and garage / shed / carriage house doors.
 - k. Detailed plot plan drawing showing the placement of the project on the property and relationship to other structures, to scale and fully dimensioned.
 - l. Detailed engineered plan for topography changes and showing proper storm water runoff.
 - m. Copy of a recent dated lot survey (within past two years), along with name, address and telephone number of licensed surveyor. The “Committee” requires the Co-owners property be fully surveyed with lot lines re-established and permanently marked prior to starting the approval process.
 - n. Detailed engineering drawings showing individual septic systems (where required) – to scale and fully dimensioned.
 - o. A perspective drawing, if deemed necessary by the “Committee”, to adequately interpret the exterior design.
 - p. Any other data, drawings or materials, which the “Committee” requests in order to fulfill its function.

3. Upon receipt of the complete preliminary package, the “Committee” shall begin the review process. Within the period of 45 days, the “Committee” shall contact the Co-owner indicating one of the following:
 - A. The “Committee” has disapproved the preliminary plan with explanation.
 - B. The “Committee” requests additional information - data, drawings, materials, etc. – and/or changes in order to fulfill its function.
 - C. The “Committee” has conditionally approved the project based upon certain factors and additional requirements listed and mandated.

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- D. The “Committee” has approved the preliminary plan and specifications, marked approved and dated.
- E. In the event that the “Committee” fails to approve or disapprove the proposed plans submitted by the Co-owner within forty-five (45) days after proper submission, then such approval will not be required but all other limitations, conditions and restrictions set forth by the governing Association Development(s) Bylaw restriction documents along with this document shall apply and remain in force as to such plans.
4. Upon approval of a construction project, the “Committee” is entitled to require the Co-owner and/or his contractor(s) to furnish to the Association(s) adequate security to protect the Association(s) against costs and expenses which it might incur in connection with the failure to complete construction in a timely and diligent manner, in accordance with the approved plans and specifications for the dwelling and its appurtenances.
5. Upon approval of any plan, the exterior of any improvement being constructed upon a Unit shall not remain incomplete for a period longer than six (6) months from the date upon which construction was commenced (unless amended and approved by the “Committee”). All construction shall be diligently pursued to completion.
6. Any approved plans for construction or alteration shall include a plan for restoration of the premises after construction or alteration to a condition satisfactory to the “Committee”. This includes not only the Unit site, but also any common areas affected (roads, easements, etc.) by the construction or alteration. Costs associated with the restoration of these areas affected is the Co-owner’s responsibility.
7. Any deviation to the original project proposed and approved must be approved again by the “Committee” and possibly by the “City” per the approval process stated.
8. Any deviation instituted to the original project without “Committee” and “City” approval may result in project delays along with possible legal action, fines and penalties.
9. All preliminary plans and working drawings must be prepared by a certified registered architect.
10. As mentioned above, the certified print package of the proposed plan to be submitted to the “Committee” is the full responsibility of the Co-owner. Any and all costs attributed to this package shall be borne by the Co-owner. Any material requested that is not included in the package may result in review and approval delays.
11. If the preliminary proposed plan submitted is incomplete or if additional information and/or changes, and/or evaluation time is required of the Co-owner by the “Committee”, in order to complete its review and decision, the 45 day review period may be extended at

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the “Committee’s” discretion. If such a situation arises, the “Committee” shall make every effort to complete the process in a timely fashion.

12. Upon receipt of final “Committee” approval, the Co-owner shall submit the final approved document package (if request by the “Committee”).
13. Receipt of final “Committee” approval shall deemed to be in affect for a period of one year from the approval date. If the project is not fully started within that time frame, the “Committee” shall reserve the right, at its discretion, to review the project and its past approval, in its entirety. The intention of any approval is that the project shall start shortly afterward. Also, all construction shall be diligently pursued to completion.
14. The “Committee” shall be notified of any proposed modifications to the approved work prior to the start of the project or such modification. The “Committee” shall then determine whether the proposed changes are to be approved or disapproved.

Process for City of Mackinac Island

The following information is supplied to help in the zoning and building approval process. However, it is the applicant’s responsibility to contact the Zoning and Building Department of Mackinac Island to determine all required forms that need to be submitted along with timelines that need to be followed and the fees required. Please note that the “City” will not grant approval unless the applicant has received final approval from the SFA Architectural Review Committee.

1. The co-owner shall submit an “Application for Zoning Action” to the “City”. This and other related forms can be found at www.cityofmi.org. Items requested on the application are applicant information, type of zoning action requested, property information, and proposed construction information.
2. The applicant shall submit to the “City” a certified print package identical to the one submitted to the “Committee” for SFA approval. The quantity of drawings is one (1) full size set, and thirteen (13) reduced size (8.5” x 17”) sets.
3. The appropriate applicant fee should accompany the drawings in check form, made out to the “City of Mackinac Island”.
4. The drawings and fee must be submitted a minimum of 14 days prior to a scheduled Planning Commission meeting.
5. The application and plans shall be reviewed by the City’s Zoning Administrator and the Building Department. The Zoning Administrator and the Building Department shall determine if additional information is required of the applicant and/or if the improvement

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meets all “City” ordinances.

6. Upon completion of this initial review process, the application and its required documents shall be forwarded to the “City” Planning Commission for zoning and architectural review.
7. Upon approval by the Mackinac Island Planning Commission, a zoning permit shall be issued. A zoning permit is not to be considered a building permit. A zoning permit does not authorize construction activities on said property. The zoning permit will remain valid and in full effect for a period of one year, at which time the permit shall come under review by the Planning Commission and may either be extended or revoked based on changes in conditions or circumstances.
8. Any modifications to the approved plans require approval from the Planning Commission. An amendment must be submitted to the Zoning Administrator following the same guidelines as the original application.
9. Before the final zoning permit can be issued, the applicant shall furnish evidence of the following to the “Zoning Administrator”:
 - a. Proof of ownership of the property; or other evidence establishing legal status to use land in the manner indicated on the application.
 - b. Proof that all required federal, state, county and city licenses or permits have been applied for and/or acquired.
 - c. Other information with respect to the proposed structure, use, lot and adjoining property as may be required by the “Zoning Administrator” in accord with provisions of the “City” Zoning Ordinance.
10. A building permit application must be obtained from and submitted to the “City” Building Inspector. The Building Inspector shall determine if all conditions of the Building Code are complied with. Included with the application, the Co-owner shall submit the final approved document package including a complete set of construction documents (same as provided for SFA approval and “City” zoning approval). An approved building permit authorizes construction activities on said property.
11. As required by Sunset Forest Association, exterior construction shall be complete in 6 months.