

**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.

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Date: \_\_\_\_\_ Lot #: \_\_\_\_\_ Owner Phone #: \_\_\_\_\_ Owner Email: \_\_\_\_\_

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

Owner Address: \_\_\_\_\_

REQUESTED MODIFICATION: \_\_\_\_\_

Work will be preformed by: \_\_\_\_\_

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Modification plans should be discussed with all next-door and back door neighbors if applicable, before this form is submitted. This is a courtesy to alert your neighbors that contractors may be parked in the street and/or cross onto their property to perform work on your property. Approval is not contingent on your neighbors' written acknowledgement below; however, if there is any concern/feedback on the project, the Board will take them 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 Bylaws 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 or emailed to:

**Casa Bella Property Management**  
850 N. Crooks Rd. Ste. #100  
Clawson, MI 48017  
248-655-1500 Office  
[webservices@casabellamanagement.com](mailto:webservices@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.