

**Beachwalk AERC Home Modification Application** (revised October 4, 2021)

Prior written approval of the AERC is required before an Owner may: Erect, construct, place, modify, or alter any improvement on his or her Lot; Clear, excavate, grade, or perform other site work on his or her Lot; Remove any tree more than 6" in diameter (measured at a point 4' above the base) from, or remove or install any landscaping from or on, his or her Lot; or Change the exterior color or materials of any improvement on his or her Lot.

Please complete this form online, save it and email it along with all attachments to Kristen D'Agostino at **kristen@harborcovmanagement.com** in one email. In subject box, include last name and address of property.

Homeowner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Beachwalk Address: \_\_\_\_\_

Email Contact: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Please briefly describe the scope of work desired including the timeframe:

**Please Check** to confirm submission of all items that apply to your project:

**Site Plan** - requires a drawing with consistent scale which includes:

1. \_\_\_ Street address, lot number, and neighborhood
2. \_\_\_ Lot with dimensions drawn to scale (with maximum lot coverage)
3. \_\_\_ Current and proposed structures with sizes and setbacks including garbage corals
4. \_\_\_ Current and proposed driveways, walkways, and patio areas
5. \_\_\_ Current and proposed landscape areas (may require Landscape Plan application)
6. \_\_\_ Current and proposed fence location, design, color, and materials
7. \_\_\_ Current and proposed parking space locations
8. \_\_\_ Proposed exterior equipment likely to emit noise audible from area adjacent (AC)
9. \_\_\_ All trees 6"+ in diameter you request to remove

**Architectural Drawings** if applicable,

10. \_\_\_ Street address, lot number, and neighborhood with drawing scale noted
11. \_\_\_ Building layout and dimensions, square footage of home, porches, and decks
12. \_\_\_ Elevations of each side of building drawn to scale
13. \_\_\_ Maximum building height allowed by neighborhood and actual height
14. \_\_\_ Height of main floor (main house) above grade at center of street
15. \_\_\_ Height of main floor (guest house) above grade at center of street
16. \_\_\_ Show all other floor heights

**Color/Material Plan** if applicable,

17. \_\_\_ Street address, lot number and neighborhood
18. \_\_\_ Color swatches
19. \_\_\_ Proposed exterior materials list with labels and location ( roof, siding, fence, patio, etc.)

**Please Check**

20. \_\_\_ Other pertinent information including images, see attached

\_\_\_ Application Fee (if deemed necessary by AERC because of the scope of the approval process) payable to Beachwalk (BPOA) via check mailed to P.O. Box 181, New Buffalo, MI 49117 or online through PayLease/ZEGO via [www.beachwalkhomeowners.com](http://www.beachwalkhomeowners.com)

\_\_\_ All my assessment payments are up to date

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**The AERC meets monthly to review all pending applications. Please ensure that your application is complete prior to submitting to the AERC for approval. Incomplete applications will be returned and will delay the review process.**