



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

Permit Explanation and Application

Do not start any projects without a signed permit

Please read all rules and regulations pertaining to your project. You must also include a detailed drawing with measurements. Please fill out and turn in all three pages.

Bylaws, Article VI, Restrictions, Section 3 states that a co-owner shall not make any alterations, changes or improvements within the condominium without the express written approval of the Cedar Shores Board of Directors. The Cedar Shores 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, repair, the placement of dirt, gravel, mulch, plants, trees and flowers is allowed without the need of a permit, as long as it does not change the grade of the property. Be aware of water, electrical, phone and cable lines. When in doubt, contact the park manager to determine if you need a permit or for location of underground utilities.

A permit request by a co-owner should include the nature, kind, shape, type, size, floorplan, material and location of proposed addition or change. Permits are required prior to starting any construction of enclosures, roof-overs, permanent awnings, decks, fences, patio areas or the placement of sheds and must include physical measurements. The Clare Soil and Water Conservation District requires a permit for any earth changes with 500 feet of the lake or stream.

Approved permit applications will be kept on file at the Cedar Shores office and the permit must be displayed on your unit until the project is completed. Once the project is completed it will require a completion inspection and signed off on by the Architectural Committee.

- **Decks:** A permit is required for all decks. Can be treated lumber (wolmanized) or composite (trex). The support posts which extend into the ground may not be cemented in (local regulations). A permit is needed. Each deck shall not exceed 400 square feet. The location of the deck must be positioned two feet or more from the nearest property line. Decks that are in place as of June 1, 2017 will be considered accepted but non-conforming (grandfathered) and will not be required to be updated to these standards unless changed.
- **Sheds:** A permit is required for sheds. Only one shed may be constructed on any lot regardless of its intended use. Can be treated lumber (wolmanized) or composite (trex) having a shingled or metal roof. The style may vary. The shed size may not exceed 80 square feet with a 75% width to length relationship this would allow for a shed 8x10. The maximum height for a shed is 8 feet. These measurements will be from the inside peak, not including the overhang at the eaves. The maximum overhang of the eaves on any shed shall not exceed 24 inches. The location of the shed is at the co-owners discretion but must be positioned two feet or more from the nearest property line and a minimum of four feet from the recreational unit. It would

also be advisable not to set it over water or electrical lines. Sheds may be vinyl sided to accent the camping unit. Tin sheds are not acceptable.

- **Awnings:** A permit is required for awnings. Awnings of the permanent type (not canvas) are to be constructed of aluminum or aluminum Styrofoam material. Wood framed awnings with wood sheeting and steel, or asphalt shingles are prohibited. The size of these structures should be kept withing reason and good judgement.
- **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 or sunroom) is allowed. The addition must be of a manufactured unit coordinating with the character and design of the park model trailer or recreational unit to which it is attached. The exterior finish of the enclosure must be screen, glass and/or metal trim that reasonably compliments the exterior of the recreational unit to which it is affixed. All enclosures must be attached to the primary recreational unit and the enclosure must be removeable (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 or recreational unit to which it is attached and may not exceed more than 10 feet in width. No other enclosures are permitted on a lot except a temporary winter enclosure is allowed, so long as it is not erected prior to October 15th of any year and is removed no later than April 15th of the next year.
- **Roof-Overs:** A permit is required for shingled/build up roofs, commonly called roof-overs. They are allowed on basic park model trailers, travel trailers and other recreational units only. Florida/sunroom roof-overs are not allowed. Shingled built up roofs/roof-overs shall not exceed a pitch of 3/12 and must be affixed to the basic recreational unit. The erection of a shingled roof on treated timbers (pole barn roof style) is not permitted.
- **Repairs/Alterations:** No repairs or alterations to a trailer are permitted if it changes the manufactured size, configuration or general character of the park model unit, travel trailer or other recreational units. Enclosures also known as a Florida room, sunroom or expandable (pop-out) additions are allowed so long as they comply with all other requirements of these rules.
- **Trees:** A permit is required for tree removal. The removal of trees from one property is discouraged. 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. The removal costs of the tree are the responsibility of the co-owner as well as any damages that may occur to any other co-owners property.

Thank you in advance for your cooperation,
Your Cedar Shores Board of Directors

Co-owners printed name/signature: _____

Lot # _____ Phone number: _____ Date: _____



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Detailed drawing with measurements

For Office Use Only:

Architectural Committee print name/signature: _____

First phase: Approved Denied Date: _____

Architectural Committee print name/signature: _____

Completion Inspection: Approved Denied Date: _____