

Stoney Creek / Sugar Creek 3 Building Requirement Form

The following documentation is required by the Sugar Creek Architectural committee before any home improvements, alterations of land, fencing, erecting recreational equipment such as swing sets, hot tubs, etc. on your property.

If you are not sure of what can be erected or altered on your property please review the Sugar Creek 3 by laws and covenants located on the Stoney Creek / Sugar Creek 3 website www.sugarcreekinfo.org. Go to downloads, you will find both by laws and covenants located on this page. Listed below are the step by step procedures that need to be followed before starting your project

1. **Drawing of Project / Alteration** – A drawing of your project and where it will be located on the property is the minimum submittal requirement to the Architectural Committee. Materials, colors and dimensions are also required. This step needs to be completed and approved by the Architectural Committee before acquiring a “Building Permit”.
2. **Building Permit** – This is a must for any alteration to your property. Do not listen to your builder if they say you do not need one. They are wrong. Don’t risk having to tear something down that you have put time effort and money into.
3. **Beginning and End Date** – Include when your project will start and end.
4. **Stoney Creek / Sugar Creek 3 Board approval** – After all paperwork is turned in with this form to current architectural committee chairman the board will review the project at the next board meeting or through e-mail. Allow 5 business days for approval. The current Stoney Creek / Sugarcreek 3 Board President and Architectural Committee will need to approve the project with their signature below. (The approval of the proposed project is for aesthetic issues only. The Architectural Committee does not review for adequacy of specific design assemblies, structural systems, life safety and building code compliance.).
5. **Good neighbor policy** -It is important for the homeowner to respect their neighbors and other neighborhood residents. Keep the exterior appearance of the home and yard as clean as possible during the construction process. Portable toilets cannot be visible from the streets.

To Be Completed by Homeowner:

Type of Project - _____.

Resident Name-_____.

