

# Pere Marquette Oaks

## Condominium RV Park

6150 West 76<sup>th</sup> Street • Baldwin, MI 49304

Phone: (231) 898-2665



### Site Plan Review (SPR) Procedure

August 14, 2021

#### INTRODUCTION:

Condominium Bylaws of Pere Marquette Oaks Condominium RV Park, Article VII, Section 2 Construction Standards, Subsection (a) Site Plan Review [Amendment 10] states: “The Association, through its Board of Directors, shall have the right to appoint members to serve on a Review Committee to act as the Design Agent as referred to herein. In the absence of the formation of a Review Committee, the Board of Directors shall act as its Design Agent. The Design Agent, shall review and approve the placement, design and exterior finish of park models as well as other site improvements for any building or improvements on any unit. This review applies to the original building and improvements and to later additions or alterations.”

#### PROCEDURE:

The Review Committee will consist of three (3) PMO property owners. The senior representative on the Review Committee is a member of the Board of Directors and empowered to sign off on all Site Plan Review submissions. The two remaining positions will include the Park Maintenance Supervisor and one representative selected from PMO ownership at large. All three selected individuals serve in a voluntary capacity and must maintain a “Subject Matter Expert” level of knowledge surrounding PMO Bylaws and Park Rules. Review Committee members will serve until the next Annual Meeting and election of a new Board of Directors.

Any PMO owner desiring to submit a Site Plan Review may do so by downloading the approved form electronically or securing a copy of the form from the BOD Secretary. Instructions are available for completion of the form and attached drawing of proposed changes. The BOD selected the following individual to serve as the Review Committee Leader:

- Tom Miller, BOD Vice President      Review Committee Leader

The SPR approval process is initiated when an owner submits a completed package, either electronically or in hardcopy, to the Review Committee Leader:

1. Upon receipt of a Site Plan Review application, the Review Committee Leader will determine if any additional information is required before submitting to other Review Committee members.
  - a. Once Review Committee members receive a request they have five (5) business days to review and provide a recommendation. Approval requires a majority recommendation.
  - b. If the decision is to disapprove, the Review Committee Leader will provide the submitter with a description of changes that, if implemented, could result in re-submission for further review.
  - c. If a Site Plan Review has been disapproved by the Review committee and the owner has a compelling reason to deviate from the requirements under Article VII, Section 2 Construction Standards and Amendment 10 to the Condominium Bylaws; he/she may appeal such decision to the BOD.
2. Once approved, the Review Committee Leader will sign and date the Site Plan Review and provide the original to the BOD Secretary and a copy to the submitter.

Attachment:      *Sample – Site Plan Review Form with drawing*

## Pere Marquette Oaks Condominium RV Park Site Review Plan

Date: 10/20/2018

Lot Number: XX Lot Owner: John Doe

Describe additions and/or improvements, landscaping etc.: We propose the additions / upgrades for Lot XX as shown on attached drawing and the notes shown below. Background Information: We currently have a 31 foot, 5th wheel trailer with 3 slide outs. The existing concrete pad measures 24 feet wide by 79 feet long.

Proposed additions / upgrades:

1. Reference Note 1 on the attached drawing – we propose to add a 3' x 10' rectangular flower bed that will be filled with red mulch. We propose to add a flagpole on the west edge of this flower bed that will be 15 feet tall (above grade) and lighted. The west edge of the flower bed will be no closer than 75" from the existing tree to facilitate mowing as well.
2. Reference Note 2 on the attached drawing – we propose to add a new storage shed that will be 10 feet wide by 12 feet long with a roll up door facing the south. The design of the storage shed will meet the requirements as stated in the park's by-laws.
3. Reference Note 3 on attached drawing – we propose to purchase and install a 10 foot by 10 foot soft top, Gazebo. The legs for Gazebo will be secured to the concrete.

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On attached sheet, provide detailed drawing of additions and/or improvements to lot. Provide distances between landscape additions from shed, concrete pavement, existing trees, landscaping, etc. (A minimum of 75 inches is recommended for mower clearance.)

**Special Provisions:** The lot owner assumes total responsibility and liability for damages or injuries caused during a construction or change process. It is the lot owner's responsibility to ensure they have identified the location of all underground services such as power, water lines and cables before starting any excavation process. This includes any damages or injuries caused by contractors, subcontractors or vendors. Owners are responsible for ensuring that all contractor and subcontractors are properly insured.

The Site Review Committee approves the site review plan as presented with the attached construction drawing. Any changes to this plan require submission of a revised site review plan and will be subject to review and further approval. This approval requires all construction meet the standards outlined in PMO Bylaws (Section 2-Construction Standards, subsection (e), [amendment 10], subsection (f) and subsection (g).

Site Review Committee  
Tom Miller

Approve      Disapprove  
                     

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Site Review Committee Leader

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