

Pere Marquette Oaks

Condominium RV Park

6150 West 76th Street • Baldwin, MI 49304

Phone: (231) 898-2665



Site Plan Review (SPR) Procedure

Revised: April 16, 2026

INTRODUCTION:

The Condominium Bylaws of Pere Marquette Oaks Condominium RV Park, Article VII, Section 2 - Construction Standards, Subsection (a) Site Plan Review 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 at least two (2) 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 remaining positions may include Park Maintenance and/or one representative selected from PMO ownership at large. All 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 a member of the Review Committee. Instructions are available for completion of the form and attached drawing of proposed changes.

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 it 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, the owner 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: 3/20/2026 Lot Number: 14-A

Lot Owner: Happy Camper Email: happy.camper@aol.com

Phone No: (231) 898-2665 Estimated Date of Completion (After Approval): 7/1/2026

Describe Additions and/or Improvements, Landscaping Etc.:

We propose the additions / upgrades for Lot 14-A 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 adding 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.

On an attached sheet, provide detailed drawing(s) of additions and/or improvements to lot with dimensions and reference points. Provide distances between landscape additions from shed, concrete pavement, existing trees, landscaping, etc. (a minimum of 75" is recommended for mower clearance).

Special Provisions: The lot owner assumes total responsibility and liability for damages or injuries caused during 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. Owners are responsible for ensuring that all contractors and subcontractors are properly insured. **Owners are responsible for ensuring all debris, demolition material, etc. are disposed of properly, off site.**

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 SRC review and further approval. This approval requires all construction comply with the PMO Bylaws as outlined in Article VII, Section 2 - Construction Standards.

Site Review Committee

Email: sitereview@peremarquettervpark.com

Approved By: _____ Date: _____

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