

MAYBURY PARK ESTATES ASSOCIATION
ALTERATION/MODIFICATION REQUEST

DATE _____ LOT NO. _____

Owner Name _____

Owner Address _____

Owner Home Phone _____ Business Phone _____

REQUESTED MODIFICATIONS

- | | |
|---|--|
| <input type="checkbox"/> Exterior Appearance | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Structural Parts of Unit | <input type="checkbox"/> Common Elements/ Limited Common Elements |
| <input type="checkbox"/> Other _____ | |

EXPLANATION OF MODIFICATIONS

Please note that you **MUST** submit a drawing for any modification which requires same such as a deck, landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2" = one (1) foot. Please list sizes and materials to be used.

This work and permit will be performed by: _____

(List address and phone if outside contractor is to be used.) _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. Actual construction will be performed by a licensed builder who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.
2. I/we have read all applicable sections of the Bylaws and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
5. Decks **cannot** be installed over a drainage swale. In the event the deck does interfere with the surface drainage, I/we understand that I/we will be required, at my/our expense, to correct the drainage to the Association's satisfaction.

- 6. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
- 7. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
- 9. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
- 10. All of the above information is truthful and accurate.
- 11. All workers must adhere to the City of Novi Hours of Operation code ordinance
- 11. I understand that compliance with Maybury Park Estates Covenants and Bylaws and approval by the ACC does not necessarily constitute compliance with City of Novi building and zoning codes. As a result, approval of this application does not waive or modify any City or County restriction. Appropriate permits must be pulled prior to the installation or construction of project.

**NO WORK SHALL COMMENCE
UNTIL WRITTEN APPROVAL IS RECEIVED**

Initial

Date

Signature of Co-owner

Date

Signature of Co-owner

RETURN COMPLETED FORM TO:

Maybury Park Estates Association
c/o association management professionals, inc.
143 Cady Centre #205
Northville, MI 48167
248-374-9375 Office 248-374-9385 Fax

Approved by _____

Date _____

HOURS OF CONSTRUCTION

CITY OF NOVI, CODE OF ORDINANCE, Section 22-98. Construction activity.

(a) It shall be unlawful for any person to conduct construction activities, including but not limited to, earth moving, excavation, demolition, alteration or repair of any building, street, highway or parking area, except between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, exclusive of legal holidays, unless as otherwise permitted herein.

(b) The prohibition contained in subsection (a) shall not apply when any of the following conditions exist:

- (1) The construction activity is on or in connection with an existing single-family residential structure and is conducted by the owner or occupant of that single-family residential structure.
- (2) There are no occupied dwelling units within one thousand (1,000) feet of the construction activity.
- (3) The construction activity being conducted by or on behalf of a governmental entity and the building official has determined that conditions necessitate completion of work in an expedited manner, or the construction activity is necessary to respond to an emergency situation and thereby preserve the public health, safety and welfare.

(c) For purposes of this section legal holidays means New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day.

(d) Violators of this section shall be responsible for a misdemeanor. Each day a violation exists may be considered a separate violation.