Shorewood building process for New home construction/ Exisiting home demolition/Home addition with excavation/Remodeling with or without excavation/New or replacement garage/Septic. Owners should advise Shorewood Zoning of these projects.

Roles and Responsibilities

Date Completed	Step	Home Owner	Shorewood Zoning	Shorewood Board	Township	Contractor	DEQ/EGLE	க ட Dept or Health	Architect	Property Manager	Landscaper	Notes
	Architecture & Planning Phase Chikaming and Lake Charter Townships Compliance Owner/architect work with the township's Building Department to comply with zoning and building ordinances. (In some cases the owner may want to start with the Shorewood Zoning Committee.)	√			✓				✓			
	DEQ/EGLE Compliance (if required) Owner/architect/contractor contact the DEQ/EGLE to determine if the project is on a dune (critical or otherwise) or High Risk Erosions area and if any special restrictions apply. This process application can take up to 120 days. Many homes in Shorewood are in theDEQ/EGLE critical dune/HRE jurisdiction. Any required DEQ/EGLE permits or remediation plan must be	*				*	~		*			
	submitted to the Shorewood Zoning Committee. Septic Compliance (if required) Owner/architect contacts the Berrien County Dept of Health if a new septic or replacement system is required. Septics in critical dune areas require a DEQ/EGLE permit.	1						1	1			
	Shorewood Zoning Committee & Board - Variance Review											
	Note: This section only applies to building projects that require variances. Note: The purpose of this review is for Shorewood Hills to review zoning variances and ensure Shorewood Hill is informed on all matters. The Shorewood Zoning Committee wants to ensure the project is a success for both the home owner and the Shorewood Hill community.											
	Variance Process (if required by township) Architect/contractor contact township and move forward with variance application process. Note: From the time the application is submitted to the township Zoning Board of Appeals meeting date usually takes 6 weeks. Township sends a case number and the request for a variance to all homeowners living within 600 feet of the proposed variance address.	1	1		~				1			
	Submission Process Owner/architect must submit building plans to Shorewood Zoning Committee for review including:											
	A. Set of electronic or paper plans B. Owners phone numbers and other contact information C. Architects contact information D. Contractor contact information E. Any variance requests submitted to township F. Plat of Survey	1							✓			
	Shorewood Zoning Committee Review Owner/architect contact the Shorewood Zoning Chair to review building plans and variance requests. The Shorewood Zoning Committee will provide feedback to the township Zoning Board of Appeals as needed. If necessary, the Shorewood Zoning Committee may involve the	✓	✓						✓			
	Shorewood Board for approval. Shorewood Board Review (as required) Shorewood Board reviews variance requests.		✓	✓								

Building Phase							
Impact Fee Assessment Shorewood Zoning Committee determines any Impact Fees and bills the owner accordingly.		~					
Contractor Guidelines & Site Plan Review Shorewood Zoning Committee, Property Manager and the owner/contractor meet to review the Shorewood Contractor Guidelines and building logistics with the Property Manager before construction can begin. Shorewood Zoning Committee, Property Manager and the owner/contractor work together to develop a site plan. This plan determines the utilization of Shorewood property including road blockage, dumpster placement and parking during the building process. In cases of DEQ permitting, Shorewood Zoning Committee reviews the DEQ construction requirements and site work.	*	*	•			*	
Permit Posting Shorewood requires all permits to be posted at the building site. Permits include township , drain commisstion, BCBH and DEQ/Egle permits.				/			
Project Monitoring Property Manager/Shorewood Zoning Committee monitor the project (until DEQ compliance is met and occupancy permit is issued). Note: The purpose of Shorewood monitoring is to ensure the contractor is complying with Shorewood Construction Rules and the Property Manager is informed of any special construction plans (e.g. road closures).		*				*	

Property Address:	
Owner:	Contact:
Contractor:	Contact:
Architect:	Contact: