

Shorewood Hills Process for Fence, Deck and Shed Building. Owners should advise Shorewood Hills of these projects.

Date Completed	Step	Roles and Responsibilities					Notes
		Home Owner	Shorewood Zoning	Township/DEQ/EGLE	Contractor	Property Manager	
Architecture & Planning Phase							
	<p>Chikaming and Lake Charter Township Townships Compliance Owner works with township Building Department to comply with zoning and building ordinances. (In some cases the owner may want to start with the Shorewood Zoning Committee.)</p> <p>Township Building Department issues a zoning permit for fences/decks/sheds. DEQ/EGLE review may be necessary for properties in critical dune/HRE's. Shorewood requires a survey for fence projects. Reason: Many of Shorewood fences were put up prior to any zoning rules and may or may not be on the owner's property. A survey will insure legal placement of either a replacement or new fence.</p>	✓		✓			
Shorewood Zoning Committee Review							
	<p><i>Note: The purpose of this review is for Shorewood to review the project 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.</i></p>						
	<p>Submission Process Owner submit fence/deck/shed plans to township and DEQ/Egle if in circritical dune. Owner sends the following to Shorewood Zoning Committee for review including:</p> <p>A. Set of electronic or paper plans for a replacement or new fence/deck/shed B. Fence/deck/shed survey C. Owners phone numbers and other contact information D. Contractor contact information</p>	✓	☒				
	<p>Shorewood Zoning Committee Review Owner submits the review fence/deck/shed plans and approvals to Shorewood Zoning Committee.</p> <p>Review plans in relationship to meeting all township ordinancesDEQ/EGLE rules for fences, decks and sheds.</p>	✓	✓				
Building Phase							
	<p>Impact Fee Assessment The Shorewood Zoning Committee determines any Impact Fees and bills the owner accordingly.</p>		✓				
	<p>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.</p> <p>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.</p>	✓	✓	✓	✓		

	<p>Project Monitoring Property Manager/Shorewood Zoning Committee monitor the project until completion.</p> <p><i>Note: The purpose of Shorewood monitoring is to ensure the contractor is complying with Shorewood Construction Rules and the Shorewood Hills community is informed of any special construction plans (e.g. road closures).</i></p>		✓		✓
--	--	--	---	--	---

Property Address: _____

Owner: _____ **Contact:** _____

Contractor: _____ **Contact:** _____