

**SYLVAN BEACH RESORT COMPANY  
REQUEST FOR MODIFICATION/CONSTRUCTION**

Date \_\_\_\_\_

Name \_\_\_\_\_

Sylvan Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Best way to reach the Applicant: \_\_\_\_\_

Please check all that apply:

- I have read and understand the Sylvan Beach Design Guidelines.**
- I have signed the enclosed Damage Waiver**
- I have included the Neighbor approval signatures**

Description of proposed modification or construction:

For all additions or new construction, please submit "before" and "after" site plans showing dimensions of lot, dimensions of proposed and existing structure(s) and where located, etc. Also submit drawings showing the nature, kind, shape, color, size, materials and location of the proposed modifications, including exterior elevation drawings.

Proposed dates of modification: Start \_\_\_\_\_ Finish \_\_\_\_\_

It is expected that all applicants will comply with the applicable laws, regulations, and permitting of the Department of Environmental Quality (DEQ, formerly DNR), Fruitland Township, Muskegon County, and the State of Michigan.

**Please submit to Modifications Committee Chair**

.....  
(For MC and Board Use)

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature) SBRC Modifications Committee Chair

Modifications Recommendation to the Board: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature) SBRC Board of Directors

Board Recommendation: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

AGREEMENT

WITH  
SYLVAN BEACH RESORT COMPANY

I / We, the undersigned, acknowledge and agree that if any damage occurs to or on Sylvan Beach Resort Company property or to adjacent neighbors' property during the construction and/or repair work done on my leasehold, it will be repaired at my / our expense. I / We also agree to work with the Grounds Chairman of the Sylvan Beach Resort Company in order to accomplish any repair (s) to the standards of the Sylvan Beach Resort Company.

DATED: \_\_\_\_\_

\_\_\_\_\_

Shareholder

\_\_\_\_\_

Shareholder

\_\_\_\_\_

SBRC Cottage Address

Best Way to Reach Shareholder \_\_\_\_\_

**SYLVAN BEACH RESORT COMPANY  
NEIGHBORS' APPROVAL FOR MODIFICATION/CONSTRUCTION**

**Applicants for modifications/construction must secure the approval of their immediate neighbors for their modifications plans.** When neighboring leaseholds have multiple owners (as in an LLC or trust), the signature of the designated representative for that cottage will suffice for all.

**Applicant should complete the following and then give to their neighbor:**

Name of Applicant(s) \_\_\_\_\_

\_\_\_\_\_  
Address at Sylvan Beach

Brief description of proposed modification or construction-use back as necessary:

Proposed dates of modification: Start \_\_\_\_\_ Finish \_\_\_\_\_

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**Neighbor should complete the following and return to the applicant:**

Name \_\_\_\_\_

We (I) have seen the applicant's drawings or written plans for modifications/construction —  
Check all that apply:

- ⑨ We have talked to the applicant about the changes:
- ⑨ We have questions about:
- ⑨ We (I) accept the plans for modifications/construction as submitted
- ⑨ We disagree and have concerns and wish to talk with the Modifications Chair about our concerns-Please Identify in comment section below.

\_\_\_\_\_  
Signature of Neighbor Date \_\_\_\_\_

Address at Sylvan Beach

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Best way to reach the Neighbor

Additional Comments or Concerns-Please use the back of the page: