



**To: MUIRFIELD DESIGN CONTROL COMMITTEE**

Application for: **Additions to House**  
**Exterior Remodeling – Room Additions – Garage Additions**

This application requests the Muirfield Design Control Committee (MDCC) to approve proposed changes to my structure/lot. I understand that a room addition or other exterior change may result in additional upgrades to the contiguous areas and that *there are separate applications and guidelines* for landscaping and other complimentary components.

I understand that the Committee meets regularly, that they have 30-days to respond to this request and will respond sooner if possible. To expedite the application process, please find enclosed 2 copies of this application, all relevant details and the design review fee. One copy of this application will be kept on file at the Association office and the other will be returned to me.

**Owner/Applicant** \_\_\_\_\_ Lot # \_\_\_\_\_ Total Sq. Ft. of Home \_\_\_\_\_

Address \_\_\_\_\_ Phase # \_\_\_\_\_ Phone No. \_\_\_\_\_

Cell \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**Contractor** \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Cell \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**Design Drawings Prepared by** \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Cell \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

### Materials and Finishes Schedule

All construction materials and finishes must be the same as existing materials and finishes on the home. If the proposed material is an alternative, you must provide a sample. Failing to provide adequate samples and information may slow the process. **Refer to the Design Standards for each specific area or item of change.**

Brick or Stone  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Siding  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Stucco:  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Trims  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Roofing  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Wt/Yr \_\_\_\_\_ Color \_\_\_\_\_

Windows  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Shutters  shall be same as existing material and finish  
 Style (provide cut sheet) \_\_\_\_\_ Color \_\_\_\_\_

Gutters/Downspouts  shall be same as existing material and finish  
 Alternate style \_\_\_\_\_ Color \_\_\_\_\_

Doors  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Chimney  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Decks  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Patios  shall be same as existing material and finish  
 Alternate manufacturer \_\_\_\_\_ Style \_\_\_\_\_ Color \_\_\_\_\_

Landscaping  Species shall be same as existing species  
 Provide two copies of landscape plan, need species, size, and location of material.

Application Fee  \$175.00

Expected Date of Completion: \_\_\_\_\_

**Include the following with this application:**

- Site Plan – the scaled site plan shall include the full lot with dimensions, setbacks, property lines, easements, no-build zones, existing trees over 6 inch caliper, existing and proposed change in grades (in accordance with the Master Grading Plan), footprint of the home, drive, walks, patios, decks, landscaping and other planned improvements. The landscape plan shall include location of walks, patios, decks and existing landscape beds; proposed removal and/or transplanting of materials, and location, size, type and number of new plant materials.
- Building section, elevations and floor plans to scale
- Identify heights of structures, materials and completed application
- Photographs of area, brochures, samples of materials and other details
- Review fee - \$175
- Expected date of completion of project

Applicant hereby certifies that the finished improvements will be constructed on the subject lot in a timely fashion and in accordance with requirements of the Design Standards as noted on the enclosed documents.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**MUIRFIELD ASSOCIATION, INC.**  
**GUIDELINES FOR EXTERIOR REMODELING**

When planning to remodel the exterior of your house, update a small portion or build an addition, written approval from the Muirfield Design Control Committee (MDCC) must be obtained prior to starting the project.

The MDCC recommends submitting a preliminary set of plans for review prior to final construction drawings. The architectural style of the home must be taken into consideration when planning exterior changes. The following is for your consideration as you prepare the application:

1. To obtain approval for your project, at least 30 days prior to the start of construction, submit 2 complete applications including applicable construction drawings with a site plan, elevations, dimensions, sizes, and all details such as photos, brochures, color chips and material samples.
2. The site plan must include the footprint of home on lot; show the location and dimensions of the proposed addition or any change to be made to the footprint of the home; indicate easements, build zones, property lines and siting of neighboring homes on either side of the existing home.
3. Provide samples of all exterior finish materials - roof shingle, color swatches, brochures or cut sheets of garage door, entry door, window styles, EIF, davit, stucco, brick, stone, etc. All finish details shall be included as part of the exterior change application.
4. The material, style and colors selected for the remodeling must be identical to the existing whenever available or possible.
5. The dominant material at the front elevation must extend in some fashion to the remaining elevations. Four-sided architecture shall be incorporated in all remodeling.
6. Natural materials, such as brick, stone, cedar or stucco, are encouraged when selecting exterior finishes. The committee will consider stucco stone, cultured stone, brick filets, Cemplank, Hardiplank, or other composite siding when reviewing a remodel of an existing home where there is no brick ledge. Be aware that vinyl, aluminum, and T-111 siding are prohibited.
7. Exterior chimneys, those with exterior exposure starting at ground level, must be masonry.
8. Interior chimneys, those with exterior exposure starting at the roof level may be manufactured stone, brick filet or cultured stone.
9. Trash enclosures must be used to confine refuse and debris during construction. Trash enclosures must be cleaned and removed from the property on a timely basis.
10. Final grading of the impacted areas must accommodate proper drainage, using the City's master grading plan. It is prohibited to allow water to pond or puddle onto neighboring properties.
11. Silt fencing or straw bales are encouraged during construction to avoid erosion and run-off of topsoil.
12. If the exterior changes project includes a deck, patio, landscaping, etc., follow the applicable guidelines for each item. Additional review fees are not charged when all parts of the project are submitted and reviewed as one project.