



To: **MUIRFIELD DESIGN CONTROL COMMITTEE**

Application for: **Landscaping**

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_ Phase # \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

This application is presented to request approval for proposed changes affecting my lot. I understand that the MDC Committee meets regularly, that they may take up to 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 and all relevant details. I understand that one copy of this application will be retained on file at the Association office and the other will be returned to me. Pertinent parts of this submission include:

- Site plan showing the footprint of the house, property lines, easements and no-build zones
- Onsite plan, show the location, type and size of new and existing landscape materials
- Identify trees that will be planted or removed
- Detail sheet of the drainage assistance system per grading guidelines, as applicable
- Detail sheet of retaining walls with material and color samples
- Photos of all areas of work
- Design Review fee payment as determined by the Association office, usually \$35 to \$150, depending on scope of work.
- Expected Date of Completion: \_\_\_\_\_

My signature below certifies my commitment to comply with all the requirements as outlined in the Design Standards and the Lot, Lawn & Landscape Policy.

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

**MUIRFIELD ASSOCIATION, INC.**  
**GUIDELINES FOR LANDSCAPE ADDITIONS/CHANGES**

The original intent for Muirfield properties that continues today proposes that properties flow from one yard to the next without property-defining elements. Consider arranging landscape materials in groups or clumps to screen out less desirable views, to enhance architecture, or to provide privacy. The major goal is to enhance the home and help it blend into the natural setting. Certain areas of wooded lots are best left in their natural state allowing your home to blend into the natural setting and provide a pleasant contrast to manicured areas while reducing maintenance. We recommend that you review the Lot, Lawn & Landscape Policy and refer to the Landscaping Section of the Resident Handbook.

1. Two complete applications including applicable drawings, prints and samples must be submitted to the Muirfield Design Control Committee prior to starting this project. The design review fee shall be submitted with the application. The amount is determined by the scope of work and ranges from \$35 - \$150.
2. Written approval from the Muirfield Design Control Committee must be obtained before any landscape additions and/or changes take place.
3. Landscape materials must be provided and maintained to cover the front, extend to the side elevations and wrap around to the rear elevation. Property-defining landscaping and regimented plantings are prohibited.
4. Minimum sizes for landscape materials at planting are as follows:
  - a. Perennials, shrubs, etc. - 3 gallon
  - b. Plants – 1 gallon
  - c. Evergreen trees - 7'-8' height
  - d. Deciduous trees - 2½"-3" caliper
  - e. Ornamental trees – 5'-6' height
5. Confine landscape beds and plant materials to within your property lines so that installation and future maintenance can be performed from your property. Encroaching onto a neighbor's property or Muirfield common ground is prohibited. Keep in mind that the air space at the lot line is owned by that property. Neighboring property owners have the right to trim or remove that portion of the tree or any other landscape materials that extends onto their property.
6. If tree(s) are to be removed, all portions of the tree must be removed from the site and disposed of properly. Tree stumps must be ground out and the area restored.
7. If adding retaining walls, provide a detail sheet of wall construction and sample of material and color.
8. Final grading of all landscaped areas must accommodate proper drainage. If adding drainage assistance such as a french drain, dry creek bed, water retention pond or other drainage assistance, explain in detail the reason for the drainage system; how it will terminate and other details to clarify proper flow for neighboring properties. Refer to Grading Guidelines.
9. Provide scaled site plan of property showing footprint of house on property, no-build lines, property lines, easements, etc. Be sure site plan indicates location, size and type of all new landscape materials. Identify existing landscape materials and whether they will be removed, retained, or transplanted.
10. Provide several photos of the area where landscaping will be affected.