



**To: MUIRFIELD DESIGN CONTROL COMMITTEE**

Application for: Miscellaneous Exterior Installations:    \_\_\_ screens    \_\_\_ soffit    \_\_\_ fascia  
 \_\_\_ gutters    \_\_\_ downspouts    \_\_\_ gutter guards    \_\_\_ chimney work  
 \_\_\_ foundation work    \_\_\_ miscellaneous storage    \_\_\_ other exterior accessories

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

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

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

This application is presented to the Muirfield Design Control Committee to request approval for proposed changes affecting my lot. I understand that the 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, relevant details and the review fee. I understand that one copy of this application will be kept on file at the Association office and the other will be returned to me. Pertinent parts of this application submission include:

**Type of Project:** \_\_\_\_\_

**Material Details:**

- Manufacturer \_\_\_\_\_
- Series \_\_\_\_\_
- Style \_\_\_\_\_
- Color \_\_\_\_\_
- Photos of all elevations where item to be installed
- Photos, brochure and/or other details of product
- Design Review fee depends on the scope of work

My signature below certifies my commitment to comply with all the requirements as outlined in the Design Standards and Guidelines.

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

## **MUIRFIELD DESIGN CONTROL COMMITTEE GUIDELINES FOR MISCELLANEOUS INSTALLATION**

This guide sheet is designed to assist you in preparing an application to submit to the Muirfield Design Control Committee for your project. These guidelines are in accordance with the Muirfield Design Standards. All exterior installations must be approved by the Muirfield Design Control Committee in writing prior to starting the project. Obtaining this approval is ultimately the responsibility of the property owner; however, the contractor may submit the request on behalf of the owner.

The following are required for compliance:

1. Submit 2 complete applications including applicable drawings.
2. Provide a clear statement of your intentions.
3. Provide photos of all elevations where installation is to take place.
4. Provide manufacturer, series, style and color of products.
5. Provide a color sample and brochure identifying information.
6. Approval is granted on a case-by-case basis.