



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **Shutter Installation**

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:

Details of Shutter Materials:

- Manufacturer _____
- Series _____
- Board and Batten, Louver, Raised Panel, Shaker Style ? _____
- Color _____
- Photos of all elevations where shutters are to be installed
- Design Review fee payment \$5.

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 SHUTTER INSTALLATION

These guidelines are 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 shutter 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.

Exterior shutters have evolved from an essential element on most historic homes to an optional, aesthetic feature on present day homes. Non-functional shutters are specifically used to enhance the features of a home. In certain instances, shutters may be approved for homes in Muirfield Village provided they fit the architectural style of the house. Shutters must be proportionate to the window and in a style that fits the architecture of the home, ranging from board and batten, louvered, raised panel to shaker style.

The following are required for compliance:

1. Submit 2 complete applications including applicable drawings, photos, brochures and samples.
2. Provide a clear statement of your intentions. Are you installing shutters at all windows, only front elevation?
3. Provide photos of all elevations where shutters are to be installed.
4. Provide manufacturer, series, style and color of shutters. Provide a color sample and brochure identifying information about the shutters.
5. Approval is granted on a case-by-case basis.



Shutters may be a perfect accent on some architectural style homes. They can be decorative yet add a natural inviting look. Avoid bold colors and dramatic styles in favor of a more timeless style that emphasizes historical significance and simplicity. The shutters must be proportionate in size to the window. Select materials that are durable to add value and curb appeal.

Window Boxes may be approved on a case-by-case basis. Window boxes must be architecturally appropriate to the home. Care must be taken to select durable, rot free, insect and moisture-resistant planter box.

