



**To: MUIRFIELD DESIGN CONTROL COMMITTEE**

Application for: **Skylight Installation/Replacement**

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 Skylight Materials:** *(Dome and solar tube skylights are prohibited)*

- Manufacturer \_\_\_\_\_
- Series \_\_\_\_\_
- Window Type \_\_\_\_\_
- Exterior Color \_\_\_\_\_
- Photos of all elevations where skylights are to be installed/replaced
- Elevations where skylights are to be installed
- Written commitment that flashing will be painted the color of the roof
- Design Review fee \$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 SKYLIGHT INSTALLATION/REPLACEMENT**

**Skylights** are a great feature to fill the home with natural light and fresh air. They can transform conventional rooms into splendid spaces that add value and quality to a home. The skylights may be fixed or vented style. The appearance on the exterior roofline must be non-invasive. Dome and solar tube skylights are prohibited.



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 skylight changes or additions 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, photos, brochures, samples and fee.
2. Provide professionally prepared, scaled drawings with roof details showing skylight placement, dimensions and color. Exterior portions of skylights must be compatible with the roof color.
3. Photos of the existing roof.
4. Provide photos of all elevations where skylights will be installed/replaced.
5. The skylight may be a fixed or vented style that presents a non-invasive appearance on the exterior roofline.
6. Approval is granted on a case-by-case basis.