



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **Sunroom or Screened Porch Installation**

Date: _____ Lot #: _____ Phase # _____

Name: _____ Address: _____

Phone: _____ E-mail: _____

This application is presented to the Muirfield Design Control Committee (MDCC) to request approval for proposed changes affecting my lot. 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. 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. The following are submitted for your review:

- Site plan showing the footprint of home, location and dimensions of the sunroom or screened porch and the distance from the property lines
- Architectural drawings and elevations
- Detail sheet – labeling all materials, dimensions, etc
- Samples of materials and colors
- A landscaping site plan that includes the location, size and type of landscape materials to be added as well as those to be removed
- Photos of the proposed installation area(s)
- Design review fee \$150

My signature below certifies my commitment to comply with all the requirements as outlined in the Design Standards and on the Guidelines. I certify that the plans attached are identical to those that I have or will submit to the Dublin City Building Department for my permit request. I agree that if any alterations are made to these plans or finishes change, I will advise the Muirfield Design Control Committee in writing.

Owner Signature: _____ Date: _____

SUNROOM AND SCREENED PORCH DETAILS

When remodeling or adding on, all construction shall be the same as the existing house in color and materials. Please complete the following information.

Siding:

Wood _____ Type _____ Finish _____ Mfg. _____ Color _____ Color # _____

Stucco _____ Type _____ Finish _____ Mfg. _____ Color _____ Color # _____

Brick _____ Type _____ Finish _____ Mfg. _____ Color _____ Color # _____

Stone _____ Type _____ Finish _____ Mfg. _____ Color _____ Color # _____

Trim:

Wood _____ Type _____ Finish _____ Mfg. _____ Color _____ Color # _____

Stucco _____ Type _____ Finish _____ Mfg. _____ Color _____ Color # _____

Windows and Screens:

Mfg. _____ Material Interior and Exterior _____

Style _____ Series _____ Color _____

Roofing:

Mfg. _____ Series _____ Yr. & Wt. ____/____ Color _____

Gutters & Downspouts:

Mfgr., Type of material, color, name: _____

Doors:

Mfg. _____ Series _____ Type _____ Color _____

Exterior Lighting:

Type _____ Location _____ Wattage _____ Color _____

MUIRFIELD ASSOCIATION, INC.
GUIDELINES FOR SUNROOM & SCREENED PORCH INSTALLATION

Whether you are planning to add on a new sunroom or screened porch, remodel the exterior of an existing one or add on, written approval from the Muirfield Design Control Committee 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.

These guidelines are designed to help you prepare the application to be submitted to the MDCC for your project. These guidelines are in accordance with the Muirfield Design Standards. The following are required for compliance:

1. Submit 2 complete applications including applicable drawings, colors, brochures and samples prior to starting the project.
2. Provide a Site Plan of the property showing the footprint of the house on property, no-build lines and property lines, easements, location of the proposed change, dimensions and distance from property lines and list the materials to be used.
3. All building must be located within the buildable area of the property. It is prohibited to encroach onto an easement or no-build zone.
4. Provide scaled, detailed drawings (same as those submitted to City of Dublin for a building permit).
5. Sunroom, screened porches and outdoor living space must be coordinated with the architectural style of the home– identify roof pitch, colors materials, trim finishes, etc.
6. Include samples, color swatches, cut sheets and brochures for all the exterior finish materials including but not limited to roof shingles, garage doors, entry doors, window styles, exterior insulation and finish systems, brick, stone and other siding materials. The committee will consider natural colors and patterns that will complement the house and avoid a disconnected appearance.
7. 4-sided architecture shall be incorporated in all remodeling changes. The dominant material at the front elevation shall extend in some fashion to the remaining elevations.
8. The exterior finishes must match the rest of the home by using the same material, style and color. **Vinyl siding and metal-framed additions are prohibited.**
9. Exterior chimneys must be masonry. Stucco stone or cultured stone may be used on chimneys that are built inside the home's structure in which the only exterior exposure is that portion that starts at the roof extending upward.
10. Provide photographs of the elevations impacted by construction.
11. Provide a Landscaping Plan indicating the location of all existing landscaping. Identify any landscaping you propose to remove as well as what will be added.
12. Some items often considered complimentary to a sunroom or screened porch addition are patios, retaining walls, seat walls, walkways, columns, archways, fire pits, outside pizza ovens and cooking areas. Each must be approved by the MDCC prior to installation. See guidelines and applications for the specific items.
13. Trash enclosures must be used to confine refuse and debris during construction. Trash enclosures must be cleaned and removed from the lot and property on a timely basis.