

How to Submit a Design Review Request

This outlines detailed steps and the process for submitting a plan to the Design Control Committee. If you have any questions that are not answered here, don't hesitate to call us at (614) 889-0922.

Step 1: Plan Your Project

The first step in any home project is to decide what you'd like to do. In Muirfield Village, it is equally important to understand what Muirfield's design standards will permit. Knowledge of what is permitted will increase the likelihood that the plan is accepted on the first attempt, which will save you considerable time and possible frustration.



For example, if you'd like to replace the windows on your home, it is important to know that casement, double-hung, horizontal sliding and stationary windows may be acceptable whereas certain vinyl windows are prohibited. This knowledge may influence your selection of a window company.

Another example would be selection of a play set. The unit must be made of cedar or redwood or painted the trim color of the house. Slides and tarps must be earth-toned. Additionally, the property must be able to accommodate the unit so it is at least 10 feet from property lines and is screened from neighboring views. Knowing this will aid in your selection of a unit.

Specific guidelines and applications for nearly every conceivable project can be found online at <http://www.muirfieldassociation.com/designreview.php>.

Residents living in sub-associations should be aware that exterior changes must also be approved by the sub-association. Contact the resident contact for your sub-association for more information.

! Caution: If a contractor, vendor or company states that their products or services have already been approved by Muirfield, this is not true. **Nothing** is pre-approved; **everything** must be reviewed and approved in writing by the Design Control Committee.

Step 2: Download and Complete an Application

Once the project has been planned, download the relevant guidelines and application for your project from the [Design Review page on our website](#). Applications are listed in alphabetic order. If you can't locate the form you need or are confused about which form to use, contact the office. You're also welcome to stop by our office to get a blank form.

Fill out the application as completely as possible. If you don't know your lot or phase number, leave it blank. Your contractor may need to supply details of the materials they plan to use.

Step 3: Submit the Application

To ensure timely processing, you must submit 2 complete application packets to the Association office. The application packets must include all materials requested on the application, which may include drawings, a site plan, brochures, samples, colors, photos of the property, and any other pertinent information. Each

application form will clearly outline what must be submitted. Two complete packets are needed: one packet will be returned to the submitter, the other will be kept on file at the Association office.

Completed applications may be mailed, faxed to 614-889-1142, emailed to info@muirfieldassociation.com, or dropped off at the office at 8372 Muirfield Drive. There is a locked drop box by the front door if the office is not open. In some cases, you must drop off the request since some material samples can't be mailed easily.



Step 4: Receive a Response

The Muirfield Design Control Committee meets bi-monthly, generally the first and third Wednesdays of the month. Applications received by the Association office by **12 noon on the Monday prior to the meeting** will be included on the agenda for the *upcoming* meeting. Applications received **after noon on the Monday prior to the meeting** will be placed on the agenda for the *following* meeting. Applications must be submitted timely to obtain the earliest possible response. Holidays may impact the meeting and/or deadline schedule. The deed provides the office 30 days in which to respond to any request, however, every effort is made to respond sooner. Most plans are reviewed within 10-14 days.

Design Control Committee meetings are closed; however, owners and contractors may apply in writing one week before the meeting to attend for specific reasons.

Once reviewed, the Muirfield Association will return one copy of the plan plus written notice to the applicant advising the approval, denial or necessary changes required. The other copy is kept on file at the Association office.

If the plan is approved, the project can be initiated. Should the initial plan not be approved, the committee will give guidance in the response letter. Nearly always, plans may be resubmitted for consideration. Please see Resubmitting Plans below. If you need assistance, please see Project Planning Assistance below or contact us.

Step 5: Complete Your Project

After you have received approval from the Design Control Committee for your project, you may proceed. No deviation from the approved plan is permitted without the committee's written consent.

Projects need to be completed within a reasonable time frame. For example, a deck cannot be torn out and left with no replacement for months on end. The Association understands that there may be unforeseen delays: a contractor may be delayed, it may take time to secure a contractor, or the weather may not be cooperative. Please make the Association aware in the event of a long delay.

Work may be completed by the homeowner or any contractor they chose. The Muirfield Association is not concerned with who does the work, but rather if the plan fits Muirfield design standards.

Project Planning Assistance

Do you need assistance planning or understanding what is permitted? If so, please call or visit the Association office during business hours. We will be happy to assist you!



The Association office has a limited gallery of samples available, including paint colors, stucco colors, roofing materials, and window samples. You are welcome to visit the Association office during business hours to view materials.

For additional assistance or if you'd like some free professional advice, the Board of Directors has hired architects who will assist owners with their design ideas onsite, up to one hour free of charge. Using this service may help to get ideas into a plan that complements the lot and fits into Muirfield's design standards and restrictions. Owners interested in such a consultation and home visit with one of our architects should contact the Association office at (614) 889-0922 or make a request in the Members Area of the website.

Who May Submit a Request

Either owners or contractors may submit for property changes. In some cases, the owner may need the assistance of the contractor to accurately describe the proposed project, materials, etc. The Design Control Committee will respond to the person who submitted the request. If a contractor submits the request, the Design Control Committee will mail a copy of the response letter to the owner.

About Site Plans

In simple cases (examples include a basketball unit, play equipment, or tree removal) an aerial view, such as the kind found on Google Maps or the auditor's website, is sufficient. For construction of elements such as decks, patios, additions, and large-scale landscaping projects, a scaled drawing will be necessary, showing locations and dimensions along with the distance from the property lines. We strongly recommend this plan is professionally prepared.

Design Review Fees

Each application will indicate the fee due in order to review the plan. Payments can be made by check or cash. In the event an application lists a variable fee, such as the Landscaping Application, do not send payment. The fee will be determined by the scope of the work. Unless otherwise directed by the committee, there is never a fee to resubmit a plan that was initially turned down or tabled.

Resubmitting Plans

If the plan is not approved, the reason(s) will be explained in the letter returned to the submitter. Sometimes a project simply is not appropriate for the property. However, in some cases, plans are not approved due to one or more of the following reasons:

- The committee did not receive everything the application requested.
- A site plan was not included or lacked dimensions.
- Photos of the work area (which would be taken before any work begins) were not included. *Please stand back when taking photos so the entire area can be seen in relation to the proposed project.*
- Color samples, descriptions, and/or product samples were not included as requested.

In any of these cases, the submitter will receive an explanation of what further information the committee needs to make a decision. Please turn in the requested information/materials to the office so the plan can be reviewed again. Unless otherwise directed, there is never a fee to resubmit a plan.

Questions? Please call the Association office at (614) 889-0922 or email info@muirfieldassociation.com.