



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **Porch Installation or Change**

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 have 30-days to respond to this request and will respond sooner if possible. To expedite the process, please find enclosed 2 copies of this application, all the following relevant details and the design review fee. I understand that one copy of this application will be maintained on file at the Association office and the other will be returned to me. This application submission includes all of the following applicable items:

- Site plan showing the location and dimensions of the porch and the distance from the property lines.
- Drawings
- Porch railing detail sheet
- Samples of proposed materials and colors
- A landscaping site plan that includes the location, size and type of landscape materials existing, those to be added and those to be removed
- Photos of the proposed porch location.
- Design Review payment fee of \$35.00
- Expected Date of Completion: _____

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

Owner Signature: _____ Date: _____

MUIRFIELD ASSOCIATION, INC.

GUIDELINES FOR EXTERIOR REMODELING

When planning to remodel the exterior of your house, update a small portion or do an addition, written approval from the Muirfield Design Control Committee (MDCC) 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. The following are considerations when preparing the application:

1. At least 30 days prior to the start of construction, submit 2 complete applications including applicable construction drawings with a site plan, elevations, dimensions, sizes, and all details such as photos, brochures, color chips and material samples.
2. The site plan must include the footprint of home on lot; show the location and dimensions of the proposed addition or any change to be made to the footprint of the home; indicate easements, build zones, property lines and siting of neighboring homes on either side of the existing home.
3. Provide samples of all exterior finish materials - roof shingle, color swatches, brochures or cut sheets of garage door, entry door, window styles, EIF, davit, stucco, brick, stone, etc. All finish details shall be included as part of the exterior change application.
4. The material, style and colors selected for the remodeling must be identical to the existing whenever available or possible.
5. The dominant material at the front elevation must extend in some fashion to the remaining elevations. Four-sided architecture must be incorporated in all remodeling.
6. Natural materials, such as brick, stone, cedar or stucco, are encouraged when selecting exterior finishes. The committee will consider stucco stone, cultured stone, brick filets, Cemplank, Hardiplank, or other composite siding when reviewing a remodel of an existing home where there is no brick ledge. Be aware that vinyl, aluminum, and T-111 siding are prohibited.
7. Exterior chimneys, those with exterior exposure starting at ground level, must be masonry.
8. Interior chimneys, those with exterior exposure starting at the roof level may be manufactured stone, brick filet or cultured stone.
9. Trash enclosures must be used to confine refuse and debris during construction. Trash enclosures must be cleaned and removed from the property on a timely basis.
10. Final grading of the impacted areas must accommodate proper drainage, using the City's master grading plan. It is prohibited to allow water to pond or puddle onto neighboring properties.
11. Silt fencing or straw bales are encouraged during construction to avoid erosion and run-off of topsoil.
12. If the exterior changes project includes a deck, patio, landscaping, etc., follow the applicable guidelines for each item. Additional review fees are not charged when all parts of the project are submitted and reviewed as one project.