



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **Shutter Installation**

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_ Phase # \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This application is presented to the Muirfield Design Control Committee (MDCC) to request approval for proposed changes to my home. 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 process, please find enclosed 2 copies of this application, all relevant details and the design review fee. One copy of this application will be kept on file at the Association office and the other will be returned to me. I understand that approval is granted on a case-by-case basis. Pertinent parts of this application include:

**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 of \$5.00

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**

**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.

These guidelines are designed to assist 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.

In certain instances, exterior shutters may be approved for homes in Muirfield Village provided they are appropriate to the architectural style of the house and proportionate to the window. Styles may range 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? Are they proportionate to the window?
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.
6. Provide design review fee payment of \$5.00

