

## Design Review Policy

The Association looks forward to working with residents who wish to update and upgrade their properties. Our staff is happy to assist you each step of the way. The following guidelines will help you in the process of working with the Muirfield Design Control Committee (MDCC) for approval of any exterior changes you want to make!

Owners are required to apply for approval of proposed projects and the MDCC must approve or disapprove the plans. All new construction, exterior additions, remodeling or alterations, as well as changes to landscaping must be reviewed and approved in writing by the MDCC **before** the project begins. All requests for variances from the Design Standards or any other rule or regulation must also be made in writing. All variances granted shall be considered unique and will not set a precedent for future decisions by the MDCC.

Owners will be best equipped for project approval by selecting the recommended materials and submitting all the required samples, pictures and drawings in a timely fashion. Each project is unique as are the submission requirements. Some projects may require an architect, a general contractor and professional drawings. The more information provided, the easier it is for the MDCC to understand the project concept and intention. An application submission must include some or all of the following:

- A completed application form
- Site plan and elevations
- Professionally scaled drawings
- Complete scope of work
- Samples of materials
- Paint chips and brochures
- Photographs of the areas involved
- Any other applicable or helpful information
- Review fee – the amount is listed on the application

Consideration for approval may include but are not limited to:

- Compliance of the plans and specifications to the general intent of the restriction;
- Conformity to the Muirfield Design Standards;
- Harmony of the proposed plans with other structures in the Muirfield Village;
- The effect the improvements may have on neighboring property;
- The architectural style of the house, how it sits on the property, natural elements involved and general complexion of the neighborhood.

Should the committee disapprove the application, the project may not start until modifications to the original application are made, resubmitted to the MDCC and written approval received.

The MDCC has the right to disapprove any plans and specifications submitted to it because of any of the following:

- Failure of such plans or specifications to comply with any provisions in the Muirfield Village Warranty Deed, Bylaws, Property Handbook, Design Policies, Rules, or design and construction criteria adopted by the Board or the MDCC;
- Failure to include information in such plans and specifications as may have been reasonably requested;
- Objection to the design or appearance of any of the proposed landscaping;
- Incompatibility of design or appearance of any proposed structure or building or use with any existing structures or buildings and uses;
- Objection to the location of any proposed structures or building upon any portion of the Lot;
- Objection to the grading plan;
- Objection to the color scheme, finish, proportions, style, or architecture, materials, height, bulk, or appropriateness of any proposed building or structure;
- Objection based solely on aesthetic reasons; or
- Any other matter which, in the reasonable judgment of the MDCC, will render the proposed building or structure or use inharmonious with the general plan of improvement of Muirfield or the buildings, structures, or uses located upon other portions of the Property.

It is important to remember that even if in the same neighborhood, no two properties are alike and no two applications are the same. Each application is reviewed as a separate and unique case with many aspects to be considered. Therefore, each application is reviewed on a case-by-case basis.

All structural additions, alterations, and improvements by an Owner must also be made in compliance with all laws, rules, ordinances, and regulations of all governmental authorities having jurisdiction. An Owner making or causing to be made any structural additions, alterations, or improvements agrees and is deemed to have agreed to hold the Association and all other Owners harmless from any liability arising therefrom.

The MDCC may issue a variance from the requirements set forth in this Handbook or in any rules or regulations the MDCC adopts to comply with Federal, state, or local laws, requirements, and/or ordinances. Any variance granted by the MDCC will be considered unique and will not set any precedent for future MDCC decisions.

The MDCC may promulgate additional rules governing the form and content of plans to be submitted for approval and may issue statements of policy with respect to approval or disapproval of the architectural styles or details or other matters which may be presented for approval. Such rules may add to, clarify, interpret, expound, and/or elaborate on the architectural guidelines and restrictions provided for in this Handbook, including but not limited to rules on color, materials, location, and size of any improvements on a Lot or Dwelling. Said rules may also establish a reasonable fee for MDCC plan review, which fee the Owner must pay in accordance with the procedures the MDCC adopts. Such rules and such statements of policy may be amended or revised by the MDCC from time to time and no inclusion in, omission from, or amendment of, any such rule or statement is deemed to bind the MDCC to approve or disapprove any feature or matter subject to approval, or to waive the exercise of the MDCC's discretion as to any such matter, but no change of policy shall affect the finality of any approval granted prior to such change.

## **Design Review Process**

When an owner wishes to make changes to the property, the plans must be reviewed by the MDCC before the project begins.

Once the project planning is complete, owners must submit 2 complete application packets to the Association office. The applications must include applicable drawings, brochures, samples, colors and any other pertinent information. Guidelines and Applications may be found online at <http://www.muirfieldassociation.com/> in the Design Review section. The guidelines provide a checklist of the design requirements.

Applications received by the Association office by noon the Friday prior to the meeting date will be included on the agenda for the upcoming meeting. Applications received less than five days in advance will be placed on the agenda for the following meeting. Applications must be submitted timely to obtain the earliest possible response.

The MDCC meets bi-monthly. The meetings are closed, however, owners and contractors may apply in writing one week before the meeting to attend for specific reasons. During the meeting, applications are reviewed and decisions to approve or disapprove the proposed changes are made. The Muirfield Association will send a written notice to the applicant advising the approval, denial or necessary changes required. The deed provides the office 30 days in which to respond to any request, however, every effort is made to respond sooner. One copy of the application will be kept on file in the office and the other returned to the applicant.

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 may contact the Association office at 614-889-0922.