

MUIRFIELD ASSOCIATION, INC.
GUIDELINES FOR EXTERIOR CHANGES/ADDITIONS

1. All changes and/or additions to the property shall be approved by the Design Control Committee prior to any work beginning.
2. The architectural style of the home shall be taken into consideration when planning exterior changes.
3. Provide 2 sets of construction drawings with a site plan, elevations, dimensions, sizes, and all details. Include an exterior change application, completely filled out as part of the construction drawings.
4. Provide exterior changes/additions application, completely filled out and attached as part of the construction drawings.
5. Provide a site plan including the footprint of home on lot; indicate the location and dimensions of the proposed addition or any change to footprint of the home; indicate easements, build zones, property lines and siting of neighboring homes on either side of existing home.
6. 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 finish, etc., all finish details shall be included as part of the exterior change application.
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 – using a water table, chimney, build-out, etc.
8. Natural materials, such as brick, stone, cedar or stucco, are encouraged when selecting exterior finishes for remodeling. 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 and construction of a brick ledge would prove a hardship.
9. All new construction shall be the same as existing in material, style and color.
10. Vinyl siding is not permitted.
11. Exterior chimneys shall be masonry. Stucco stone or cultured stone may be used on interior chimneys only.
12. Trash enclosures shall be used to confine refuse and debris during construction. Trash enclosures shall be cleaned and removed from the property on a timely basis.
13. If a deck is part of remodeling project, follow the deck guidelines listed on the attached sheets.

14. Final grading of the lot shall accommodate proper drainage, using the City's master drainage plan. Water may not be permitted to pond or be forced onto neighboring properties.

15. A landscape plan shall be submitted for the committee's as part of the remodeling project. . Follow landscape requirements listed on attached sheets.

By deed, the Design Control Committee has thirty days to respond to your request. However, we try to respond within 10 – 14 days.

Provide two copies of your request – one copy will be kept on file in our office, the other copy will be returned to you.

There is a fee for remodeling projects - \$ 35 - \$175 - depending on the scope of the work.

If you have any questions, please contact the Association office, 889-0922.



MUIRFIELD ASSOCIATION, INC.

Exterior Changes/Additions to Existing Home

Submission Date _____ Phase _____ Lot No. _____ Home Style _____

Lot address _____

Owner/Applicant _____

Address _____

Phone No. _____ Cell _____

Fax No. _____ Email _____

Builder _____

Address _____

Phone No. _____ Cell _____

Fax No. _____ Email _____

Design Drawings Prepared by _____

Address _____

Phone No. _____ Cell _____

Fax No. _____ Email _____

Enclose with this Application **two copies** of the following required information:

- Site Plan – the scaled drawing including the full lot with dimensions, bearings, setbacks, property lines, easements, setbacks, roads, culverts, existing trees over 6 inch caliper, existing and proposed grades in accordance with the Master Grading Plan, swales, home, drive, walks, patios, decks, and other improvements.
- Landscape Plan – the scaled plan including home, drives, walks, patios, decks, landscaping beds with existing plant materials, turf areas, existing and proposed trees, and a listing of proposed plant materials including species and size.
- Foundation Plan to scale
- Floor Plans to scale
- Elevations to scale indicating heights of structures, materials
- Building section to scale
- Exterior Materials and Finishes Schedule (attached application form)
Color Samples
- Review Fee

FEE SCHEDULE	
Room/Garage Addition	\$175
Remodeling	175
Swimming Pool	150
Landscape	35–150
Screen Porch/Sunroom	150
Deck	35
Gazebo	35
Trellis	35
Hot Tub	35
Fence	35

Application for and approval of the New Home Design and Exterior Materials and Finish Schedule shall conform the commitment of the Applicant to install the approved improvements within a reasonable time, per the terms of the Muirfield Association Warranty Deed and Design Standards. Applicant hereby certifies that the finished improvements will be constructed on the subject lot to conform to the requirements of the Design Standards as noted on the enclosed documents by the Design Control Committee.

MUIRFIELD ASSOCIATION
Exterior Changes/Additions Materials and Finishes Schedule

Submission Date _____ Phase _____ Lot No. _____ Home Style _____

Address _____ Total Gross Finished Sq Ft of Home _____

Addition _____ Porch _____ Deck _____ Patio _____ Landscaping _____ Other _____

(Indicate that proposed materials and finishes shall be same as existing materials and finishes of home or that proposed material shall be an alternative material. If so, please provide sample)

Brick or Stone shall be same as existing material and finish
 Alternate manufacturer _____ Style _____ Color _____

Siding shall be same as existing material and finish
 Alternate manufacturer _____ Style _____ Color _____

Stucco: shall be same as existing material and finish
 Alternate manufacturer _____ Style _____ Color _____

Trims shall be same as existing material and finish
 Style _____ Color _____

Roofing shall be same as existing material and finish
 Alternate manufacturer _____ Wt/Yr _____ Color _____

Windows shall be same as existing material and finish
 Alternate manufacturer _____ Style _____ Color _____

Shutters shall be same as existing material and finish
 Style (provide cut sheet) _____ Color _____

Gutters/DownSpouts shall be same as existing material and finish
 Alternate style _____ Color _____

Doors shall be same as existing material and finish
 Alternate manufacturer _____ Style _____ Color _____

Chimney shall be same as existing material and finish
 Alternate manufacturer _____ Style _____ Color _____

Decks shall be same as existing material and finish
 Alternate manufacturer _____ Style _____ Color _____

Vertical components of decks (railings, balusters, to caps, stringers, risers, skirt boards, etc. shall be finished same as trim color of house. Decks above 18" from finish grade shall have lattice or solid skirting. Provide foundation plantings around deck.

Patios shall be same as existing material and finish
 Alternate manufacturer _____ Style _____ Color _____

Landscaping Species shall be same as existing species
 Provide two copies of landscape plan, need species, size, location of material.

Submitted by _____ Date _____