



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **Egress Windows**

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:

- A site plan of the property that shows the footprint of the house, location of the proposed egress window, dimensions of the work area and distance from the property line
- A detailed elevation drawing showing the above grade dimension
- Details of materials proposed for use including color, style, samples and brochures
- Photos of the area where the proposed changes will take place
- Proposed landscaping for the area
- Design Review fee payment of \$25.00.
- Expected Date of Completion \_\_\_\_\_

I understand that written approval from the Muirfield Design Control Committee must be obtained prior to installing any of the miscellaneous items. 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 Egress Window Installation

**Egress windows** can add living space to homes without changing the size or footprint of the house. Basements are being transformed into recreation rooms, bedrooms and offices. As these types of living spaces are considered, homeowners must be aware that emergency exits must be provided for below-ground spaces. Egress windows are easy-to-open windows that serve as below ground emergency exits and are required by law. They provide fresh air circulation throughout the basement and allow sunlight in. The size must be considered for need and purpose and it must be aesthetically pleasing. The MDCC expects that the egress

windows will be designed to be as unobtrusive as possible and match the home with regard to material, design and color. They should not be visible from the street. The material can be concrete block, tiered wooden timbers, and certain prefabricated composites or fiberglass. Some of these systems are well-designed and can be an asset to the property while others are only utilitarian.



When adding a below-grade window, think about what you will see when looking out the window from inside. All exterior portions of the window well seen above grade (except for a clear cover) must be painted the color of the house adjacent to the unit. Consider adding color with flower plantings on tiered steps or texture with the chosen form or material. Include color samples of materials and a landscaping plan.

Contractors must follow local building codes for proper egress window installation.

Written approval from the Muirfield Design Control Committee must be obtained before installation takes place.

Provide design review fee of \$25.00.