



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **Landscaping**

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:

- Site plan showing the footprint of the house, property lines, easements and no-build zones
- On the site plan, show location, type and size of new and existing landscape materials
- Identify trees that will be planted or removed
- Detail sheet of the drainage assistance system per grading guidelines, as applicable
- Detail sheet of retaining walls, firepit, water features, etc. with material and color samples, as applicable
- Photos of all areas of work
- Design Review fee payment as determined by the Association office, between \$50 to \$200, depending on scope of work.
- Expected Date of Completion: \_\_\_\_\_

My signature below certifies my commitment to comply with all the requirements as outlined in the Design Standards and the Lot, Lawn & Landscape Policy.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUIRFIELD ASSOCIATION, INC.**  
**GUIDELINES FOR LANDSCAPE ADDITIONS/CHANGES**

The original intent for Muirfield properties that continues today proposes that properties flow from one yard to the next. Consider arranging landscape materials in groups or clumps to screen out less desirable views, to enhance architecture, or to provide privacy. The goal is to enhance the home and help it blend into the natural setting. Certain areas of wooded lots are best left in their natural state allowing the home to blend into the natural setting and provide a pleasant contrast to manicured areas while reducing maintenance. Review the Lot, Lawn & Landscape Policy and refer to the Landscaping Section of the Resident Handbook.

This guide sheet is designed to assist you in preparing an application to the Muirfield Design Control Committee for your project. The following are required:

1. Two complete applications including applicable drawings, prints and samples must be submitted to the Muirfield Design Control Committee prior to starting this project.
2. Landscape materials must be provided and maintained to cover the front, extend to the side elevations and wrap around to the rear elevation. Property-defining landscaping and regimented plantings are prohibited.
3. Minimum sizes for landscape materials at planting are as follows:
  - a. Perennials, shrubs, etc. - 3 gallon
  - b. Plants – 1 gallon
  - c. Ornamental trees – 5'-6' height
  - d. Evergreen trees - 7'-8' height
  - e. Deciduous trees - 2½"-3" caliper
4. Landscape beds shall be mulched to conserve moisture, improve fertility and health of the soil, reduce weed growth, and enhance the visual appeal of the area. Mulch material may include wood chips, shredded wood or wood bark. Dark-colored wood chips are preferred. Gravel, stone, river rock, lava rock, decorative stone, and rubberized mulch is prohibited.
5. Confine landscape beds and plant materials to within the property lines so that installation and future maintenance can be performed from within the property. Encroaching onto a neighbor's property or Muirfield common ground is prohibited. Keep in mind that the air space at the lot line is owned by that property. Neighboring property owners have the right to trim or remove that portion of the tree or any other landscape materials that extends onto their property.
6. If trees are to be removed, all portions of the trees must be removed from the site and disposed of properly. Tree stumps must be ground out to grade and the area restored.
7. If adding retaining walls, seat walls, fire pits or water features, provide a detail sheet of wall construction and sample of material and color.
8. Final grading of all landscaped areas must accommodate proper drainage. If adding drainage assistance such as a French drain, dry creek bed, water retention pond or other drainage assistance, provide detailed

drawings and explain in detail the reason for the drainage system; how it will terminate and other details to clarify proper flow for neighboring properties. Refer to Grading Guidelines.

9. Provide scaled site plan showing footprint of house on property, no-build lines, property lines, easements, etc. Be sure site plan identifies location, size and type of all new landscape materials. Identify existing landscape materials and whether they will be removed, retained, or transplanted.
10. Provide several photos of the area where landscaping will be affected.
11. Provide the design review fee payment as determined by the Association office - \$50 to \$200.