



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **New Home Construction**

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phase # \_\_\_\_\_ Address: \_\_\_\_\_

This application is presented to the Muirfield Design Control Committee (MDCC) to request approval for proposed construction for my lot. 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:

**Owner/Applicant:** \_\_\_\_\_ Finished Sq. Ft. of Home \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Builder:** \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Design Drawings Prepared by:** \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Pertinent parts of this application include:**

- Site Plan – scaled drawing including the full lot with dimensions, setbacks, property lines, easements, existing trees over 6 inch caliper, existing and proposed grades in accordance with the Master Grading Plan, swales, home, drainage management, walkways, patios, decks, and other improvements.
- Landscape Plan – scaled plan including footprint of home, driveway, walkways, patios, decks, landscaping beds with plant materials at front, sides, and wrapping to rear elevation.
- Floor Plans to scale
- Elevations to scale labeling all materials and dimensions
- Building section to scale
- Exterior Materials & Finishes Schedule
- Color and Material Samples
- Design Review fee payment of \$500. This fee includes the initial landscape plan review.
- Expected Date of Completion \_\_\_\_\_

Application for and approval of the New Home Design and Exterior Materials and Finish Schedule confirms my commitment to construct 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 and Guidelines and all applicable policies.

My signature below certifies my commitment to comply with all the requirements.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**New Home Exterior Finishes Schedule**

**SIDING MATERIALS** (Provide samples)

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number
<b>Brick</b>					
<b>Stone</b>					
<b>Siding</b>					
<b>Stucco</b>					
<b>EIFS/Quoins/ Other</b>					

**TRIM MATERIALS** (Provide samples)

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number

**ROOFING** (Provide samples – at least 270# per square)

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number

**WINDOWS** (Provide samples)

	Mfgr.	Exterior Material	Style/Series	Finish Texture	Color Mfgr/Name/Number

**SHUTTERS** (Provide samples - shutters must be proportionate to the window size)

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number

**GUTTERS AND DOWNSPOUTS** (Show locations on drawings)

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number

**DOORS** (Provide cut sheets. Raised panel wood or fiberglass is permitted. Steel & aluminum are prohibited)

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number
<b>Front Entry</b>					
<b>Back Door</b>					
<b>Service Doors</b>					
<b>Sliding Doors</b>					

**Garage Doors** (Provide cut sheets. Raised-panel wood/ fiberglass/certain heavy-weight, insulated steel doors are approvable)

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number

**CHIMNEY** (Must be masonry)

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number

**DECKS/PATIOS/SEAT WALLS**

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number
<b>DECK</b>					
<b>DECK RAILING</b>					
<b>PATIO</b>					
<b>SEAT WALL</b>					

**EXTERIOR LIGHTING**

	Mfgr.	Material	Style/Series	Finish Texture	Color Mfgr/Name/Number

## **GUIDELINES FOR NEW HOME CONSTRUCTION AND INITIAL LANDSCAPING**

1. A new home construction application must be completely filled out and details provided. All new home construction must be approved by the Muirfield Design Control Committee prior to construction.
2. Provide 2 complete applications with sets of construction drawings including a site plan, elevations, dimensions, sizes, and all details. The site plan must include the footprint of the home on the lot, finished floor elevations, grades, and easements, build zones, property lines, siting of neighboring homes on either side of lot, silt protection and tree protection plans.
3. Provide samples of all exterior finish materials - roof shingle, color swatches, brochures or cut sheets of garage door, entry door, window styles, EIFs, davit, stucco finish, etc., all finish details shall be included as part of the home construction application.
4. 4-sided architecture must be incorporated in the construction. The dominant material at the front elevation shall extend to the remaining elevations in some fashion - using a water table, chimney, build-out, etc.
5. Natural materials, such as brick, stone, cedar or stucco, shall be used as exterior finish material on new home construction. A brick ledge shall be provided to accommodate real brick or stone.
6. Exterior chimneys shall be masonry. Stucco or cultured stone may be used on interior chimneys only.
7. 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.
8. Silt retention protection shall be installed to protect drainage areas. Final grading of the lot shall accommodate proper draining using the City's master drainage plan. Water may not be permitted to pool onto neighboring properties.
9. If a deck or patio is part of the initial construction, include the construction details on the construction drawings. Include deck railing, vertical and horizontal decking and other material details.
10. If adding retaining walls or seat walls, provide a detail sheet of wall construction and sample of material and color.
11. INITIAL LANDSCAPING - The original intent for Muirfield properties that continues today is that properties should flow from one yard to the next without property-defining elements. Consider arranging landscape materials in groups or clumps to screen out less desirable views, to enhance architecture or to provide privacy. The major goal is to enhance the home and help it blend into the natural setting. Certain areas of wooded lots should be 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.
12. A landscape plan shall be submitted for the committee's review within 2 months of exterior home construction completion.

13. Initial landscape materials shall be planted at front elevation, side elevations, wrapping around to the rear elevation.
14. Street trees shall be planted as part of initial landscape plan; number of trees required is based on lot frontage. Check with Association office for assistance.
15. Minimum sizes for landscape materials at planting are as follows:
  - Perennials, shrubs, etc. - 3 gallon
  - Annual plants – 1 gallon
  - Ornamental trees – 5'-6' height
  - Evergreen trees - 7'-8' height
  - Deciduous trees - 2½"-3" caliper
16. Confine landscape beds and plant materials to within the property lines so that installation and future maintenance can be performed from the property.
17. 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.
18. 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. Trees not being removed shall have temporary protective fencing installed around them.
19. 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, explain in detail the reason for the drainage system; how it will terminate and other details to clarify proper flow for neighboring properties.
20. Provide design review fee of \$500.

If you have any questions, please contact the Association office, 614-889-0922.