



To: MUIRFIELD DESIGN CONTROL COMMITTEE

Application for: **Sunroom or Screened Porch Installation**

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 home, location and dimensions of the sunroom or screened porch and the distance from the property lines
- Architectural drawings and elevations
- Detail sheet – labeling all materials, dimensions, colors, etc.
- Samples of materials and colors
- A landscaping site plan that includes the location, size and type of landscape materials to be added as well as those to be removed
- Photos of elevations where sunroom/screened porch is to be constructed
- Design review fee payment of \$200.00

My signature below certifies my commitment to comply with all the requirements as outlined in the Design Standards and on the Guidelines. I certify that the plans attached are identical to those that I have or will submit to the Dublin City Building Department for my permit request. I agree that if any alterations are made to these plans or finishes change, I will advise the Muirfield Design Control Committee in writing.

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

### SUNROOM AND SCREENED PORCH DETAILS

When remodeling or adding on, all construction shall be the same as the existing house in color, style and materials. Please complete the following information.

**Siding:**

Wood \_\_\_\_\_ Type \_\_\_\_\_ Finish \_\_\_\_\_ Mfg. \_\_\_\_\_ Color \_\_\_\_\_ Color # \_\_\_\_\_

Stucco \_\_\_\_\_ Type \_\_\_\_\_ Finish \_\_\_\_\_ Mfg. \_\_\_\_\_ Color \_\_\_\_\_ Color # \_\_\_\_\_

Brick \_\_\_\_\_ Type \_\_\_\_\_ Finish \_\_\_\_\_ Mfg. \_\_\_\_\_ Color \_\_\_\_\_ Color # \_\_\_\_\_

Stone \_\_\_\_\_ Type \_\_\_\_\_ Finish \_\_\_\_\_ Mfg. \_\_\_\_\_ Color \_\_\_\_\_ Color # \_\_\_\_\_

**Trim:**

Wood \_\_\_\_\_ Type \_\_\_\_\_ Finish \_\_\_\_\_ Mfg. \_\_\_\_\_ Color \_\_\_\_\_ Color # \_\_\_\_\_

Stucco \_\_\_\_\_ Type \_\_\_\_\_ Finish \_\_\_\_\_ Mfg. \_\_\_\_\_ Color \_\_\_\_\_ Color # \_\_\_\_\_

**Windows and Screens:**

Mfg. \_\_\_\_\_ Material Interior and Exterior \_\_\_\_\_

Style \_\_\_\_\_ Series \_\_\_\_\_ Color \_\_\_\_\_

**Roofing:**

Mfg. \_\_\_\_\_ Series \_\_\_\_\_ Yr. & Wt. \_\_\_\_/\_\_\_\_ Color \_\_\_\_\_

**Gutters & Downspouts:**

Mfgr., Type of material, color, name: \_\_\_\_\_

**Doors:**

Mfg. \_\_\_\_\_ Series \_\_\_\_\_ Type \_\_\_\_\_ Color \_\_\_\_\_

**Exterior Lighting:**

Type \_\_\_\_\_ Location \_\_\_\_\_ Wattage \_\_\_\_\_ Color \_\_\_\_\_

**MUIRFIELD ASSOCIATION, INC.**  
**GUIDELINES FOR SUNROOM & SCREENED PORCH INSTALLATION**

Whether you are planning to add a new sunroom or screened porch or remodel an existing one, written approval from the Muirfield Design Control Committee must be obtained prior to starting the project. The architectural style of the home must be taken into consideration when planning exterior changes.

These guidelines are designed to help you prepare the application to be submitted to the MDCC for your project. These guidelines are in accordance with the Muirfield Design Standards. The following are required for compliance:

1. Submit 2 complete applications including drawings, materials, finishes, colors, brochures and samples prior to starting the project.
2. Provide a site plan of the property showing the footprint of the house on property, no-build lines and property lines, easements, location of the proposed change, dimensions and distance from property lines.
3. All construction must be located within the buildable area of the property. It is prohibited to encroach onto an easement or no-build zone.
4. Provide scaled, detailed drawings (same as those submitted to City of Dublin for a building permit).
5. Sunroom, screened porches and outdoor living space must be complementary to the architectural style of the home.
6. Include samples, color swatches, cut sheets and brochures for all exterior finish materials including roof shingles, garage doors, entry doors, window styles and finishes, brick, stone and other siding materials.
7. Four-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.
8. The exterior finishes must be the same as the rest of the home by using the same material, style and color. Vinyl siding and metal-framed additions are prohibited.
9. Exterior chimneys must be masonry. Stucco stone or cultured stone may be used on chimneys that are built inside the home's structure in which the only exterior exposure is that portion that starts at the roof extending upward.
10. Provide photographs of the elevations impacted by construction.
11. Provide a Landscaping Plan indicating the location of all existing landscaping; identify landscaping to be removed as well as what will be added.
12. Some items often considered complementary to a sunroom or screened porch addition are patios, retaining walls, seat walls, walkways, columns, archways, fire pits, outside pizza ovens and cooking areas. Each must be approved by the MDCC prior to installation. See guidelines and applications for the specific items.
13. Provide design review fee payment of \$200.00.