

APPLICATION FOR DESIGN REVIEW

LOT

Street Address _____ Lot # _____

APPLICATION TYPE

<u>Application Type</u>	<u>Non-Refundable Design Review Fee</u>	<u>Refundable Security Deposit</u>
<input type="checkbox"/> New construction or remodel	\$450.00	\$5,000.00
<input type="checkbox"/> Landscape, fence or other site review	\$100.00	Usually \$0.00

Tick appropriate box.

The Design Review Fee is non-refundable. Any unused portion of the refundable security deposit shall be returned upon completion of the project. The inadequacy of the refundable security deposit does not in any way limit the extent of a violator's liability to fully pay the cost due or incurred for remediation or loss.

REGISTERED LOT OWNER

Name: _____ Phone: _____

Cell Phone: _____ Email Address: _____

Mailing Address: _____

APPLICANT (IF OTHER THAN OWNER)

Name: _____ Phone: _____

Cell Phone: _____ Email Address: _____

Mailing Address: _____

If owner is not making the submission, provide form # 4 "Owner Authorization Form" to authorize a designee to act as agent on behalf of owner

OTHER CONTACT INFORMATION

Builder/Contractor: _____ Phone: _____

Email Address: _____

Mailing Address: _____

License Number: _____

Architect: _____ Phone: _____

Email Address: _____

Landscape Architect: _____ Phone: _____

Email Address: _____

Attach additional pages if necessary (surveyor, designer, etc.).

DAMAGE

Damage and scarring to property other than the lot, including, but not limited to, open space, other lots, roads, driveways, concrete curbs and gutter, irrigation lines, and/or other improvements, resulting from construction operations will not be permitted. If any such damage occurs, it must be repaired and/or restored, promptly at the expense of the Owner.

Prior to starting construction, the lot Owner and the Contractor should take the time to photograph and notify the Committee in writing of any pre-existing damage. Pre-existing damage, should any exist, must be documented and photographs provided.

Pre-existing damage

Tick appropriate box if appropriate

If pre-existing damage attach additional pages with description and photographic documentation.

SUBMITTALS

The applicant shall also submit the following (as more fully described in the Mill Creek Design Guidelines):

1. A site plan that includes house siting, pathways, driveways/parking and clearly marked setbacks
2. Landscape plans showing material to be employed in each area, the number and type of trees and shrubs and fences, site walls, hedges, etc. (if any)
3. Roof plans and floor plans
4. Exterior elevations of all sides of the residence designating all exterior materials and colors including windows, doors, garage doors, siding, trim and roof. Exterior elevations must also clearly show dimensions including height.

If requested, applicants may also need to provide a sample board similar to that attached in Appendix #2.

OTHER

The applicant hereby acknowledges that he/she has received and read the most recent version of the Mill Creek Design Guidelines and the Declaration of Covenants, Conditions and Restrictions of Mill Creek and agrees to abide by these guidelines and other relevant documents.

The applicant hereby acknowledges that the deposit shall be held and utilized as a security fund from which the HOA may draw to apply toward the cost of remedial work which may have to be undertaken as a result of damage as a result of construction taking place on a Lot. The inadequacy of the cash deposit does not in any way limit the extent of a violator's liability to fully pay the cost due or incurred for remediation or loss.

The applicant hereby acknowledges that this Design Approval when granted shall be for a period of 1 year from the approval date hereof. If construction is not commenced within such (1) year period, plans must be resubmitted, and a new approval secured.

The applicant hereby acknowledges that once approved, no changes may be made without written approval from the Design Review Committee.

Signed: _____ Date: _____

Name: _____

Owner or Authorized Agent

Received by: _____ Date: _____

Name: _____

Include check payable to Mill Creek HOA

APPENDIX #1
OWNER'S AUTHORIZATION FORM

This agreement dated this _____ day of _____, 20____, shall authorize the Mill Creek Homeowners Association to recognize _____ as my Designated Agent: _____, to represent me on all matters relating to the construction on lot # _____ located at the street address of _____, Bigfork, MT 59911.

DESIGNATED AGENT

Name: _____

Address: _____

Phone Number(s): _____

Email Address: _____

I understand and agree that I am responsible for the actions of my Agent and that this authorization shall continue until _____ or my written notice to the Mill Creek Homeowners Association to terminate this authorization has been received by the members.

Agreed to and accepted this _____ day of _____, 20____.

By: _____
Property Owner

By: _____
Designated Agent

Accepted by the Mill Creek Homeowners Association

By: _____ Date: _____

APPENDIX #2
CONSTRUCTION MATERIALS SAMPLE BOARD

Mill Creek Homeowners Association requires you to submit a Construction Materials Sample Board outlining the materials to be used during any type of construction or reconstruction to your home or lot. The DRC recommends a sample board to look as follows:

2' width

4' height

Roof Materials:		
Timber Details & Doors:		
Fascia / Soffit / Trim:		
Board & Batten:	Window Materials:	Gabel & Shingles:
	Other:	
Siding Materials:	Description:	
Driveway & Side-walks:	Description:	
Rockwork:	Description:	

APPENDIX #3
INFORMATION SHEET FOR BUILDERS AND NEW HOMEOWNERS

Welcome to the Community! Building a new home is an exciting process and we want to help your project be as pleasant and satisfying as possible. The Mill Creek Design Review Committee has these suggestions to help your project go smoothly.

1. Mill Creek is a private subdivision, which is governed by a Homeowners Association Board of Directors. Every lot owner is responsible to become familiar with the CC&R's and Design Guidelines of Mill Creek and strictly abide by these documents. Non-compliance will result in administrative action including fines and could lead to legal action if a lot owner displays long-term non-compliance. The board prefers to be proactive and not reactive or punitive. If you are unsure whether your situation will be compliant with the covenants, please consult with HOA before proceeding with your plans. The covenants are written for the protection of all homeowners and are enforced for everyone's benefit.
2. Lot owners are responsible for actions of Contractors, employees and subcontractors. Please observe all speed limits, do not park on roadways, and keep construction sites tidy.
3. Mill Creek abides by Flathead County Fire Safety Guidelines. These Regulations can be found at www.co.flathead.mt.us/frdo.
4. It is the responsibility of property owners to abate all noxious weed growth on their lots. The weeds should be destroyed before seed stage.
5. When building a home, common sense and good communication go a long ways toward making a project successful. If you are unsure about anything on your project, please contact the Design Review Committee. Many issues can be answered with a phone call or a decision can be made within 48 hours to keep your project moving. Also, if you are a builder or homeowner, when starting your project take the time to introduce yourself to the neighbors in the finished properties next to you. Give them your name and number so they can contact you if they have question or concerns. Remember if you are unsure, always ask, do not assume. Wrong assumptions can be frustrating and expensive and we would all like to avoid that.

Sincerely,
Mill Creek DRC