

## MUIRFIELD HOA ARCHITECTURAL CHANGES & REVIEW APPLICATION

Homeowners who wish to make additions or changes to structures or landscape, including, but not limited to, fences, decks, awnings, roofs, driveway extensions, staining, painting, patios, etc., must perform and complete the following:

1. Contact Heber City Building/Planning department to determine if the scope of the project requires any permitting (call (435) 654-6330 for remodel/decks (435)654-4830 for fences).
2. Have your property Blue Staked (call 811).
3. The HOA's contracted landscape contractor must be contacted to ensure HOA sprinklers & control boxes are not damaged or access for maintenance is not blocked. This contact should be made via the HOA's property management company. If sprinkler lines, etc. need to be moved or repaired as a result of the project, it will be done at the homeowners expense by the HOA's contracted Landscape contractor. [(435) 671-2271]
4. Have property lines staked if the project is within four (4) feet of any property line.
5. Submit a detailed plan of the layout, dimensions, style, and size of proposed project to the Architectural Review Committee (the detailed plan should also include the layout of the house and any existing outbuildings as they currently sit on the property that is requesting a change). Include a list of proposed building materials and colors that are to be used. This plan must include a proposed completion date of the project.
6. Apply and pay for all necessary permits with the City & County and display permits as required.
7. Define how building materials will be handled.
  - a. Where will materials be stored?
  - b. How will they be stored (i.e. covered by a tarp)?
  - c. How long will the materials be stored in the proposed location?
8. Define how debris or refuse from the project will be handled.
  - a. How will the material be disposed of (i.e. a dumpster, hauled away in a trailer)?
  - b. Where will refuse be stored during the project?
  - c. How long will the refuse remain on site?
  - d. If a dumpster is required, the size, location & duration of its use will need to be approved by the HOA board prior to it being delivered to the job site.
9. Neighboring property and homeowners must be notified of proposed work. If approval is given, local noise and activity ordinances must be followed.
10. Submit all of the above documentation to the Architectural Review Committee for review and approval. **No work can begin without approval from the HOA's Architectural Review Committee.**

Welch-Randall Real Estate  
5300 S Adams Ave. Pkwy., #8

MUIRFIELD HOA ARCHITECTURAL CHANGES & REVIEW APPLICATION

Ogden, UT 84405

info@welchagency.com (ARC REVIEW should be in the subject line of the email, along with the property address where work will be done)

**NOTICE FROM HOME OWNER'S ASSOCIATION & MANAGEMENT**

Neither the board members, committee members nor management are trained or licensed to provide the home owner with professional advice regarding the physical condition of any property or regarding legal or tax matters. The association and management strongly recommend that in connection with any changes to the property, the home owner retain the professional service of legal and/or tax advisors, property inspector, surveyors, and other professionals to satisfy the home owner as to any and all aspect of the physical and legal condition of the property. HOME OWNER IS ADVISED NOT TO RELY ON THE ASSOCIATION, OR ON ANY AGENTS OF THE COMPANY/HOA, FOR A DETERMINATION REGARDING THE PHYSICAL OR LEGAL CONDITION OF THE PROPERTY, including, but not limited to, the condition of plumbing systems, electrical systems, moisture or other problems with the roof or foundation, sewer problems, the availability and location of utilities, the exact square footage or acreage of the property, or the location of property lines.

Projected Start Date: \_\_\_\_\_ Projected End Date: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review & Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Muirfield HOA ARC Member/Representative)

Reviewed & Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
(Muirfield HOA ARC Member/Representative)

Copy of appropriate requests will be sent by the HOA's property management company to the HOA's contracted landscape contractor for review and verification should the HOA's sprinkler systems be involved.

Failure to follow the above review & application process, may result in fines up to 750.00, removal of the unapproved project at the homeowners expense, as well as well as the a cease & desist order.