



Big Sky Architectural Committee Project Application and Checklist

BSOA Account #		Date	
Subdivision			
Legal Description	Lot/COS	Block	Tract
Project Address			
Owner Info	Name		
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
Architect Info	Firm Name		
	Architect Name		
	License #		State
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
Contractor Info	Company Name		
	Project Manager Name		
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
Project Description	Residential - <input type="checkbox"/> New <input type="checkbox"/> Disturbed Lot <input type="checkbox"/> Addition <input type="checkbox"/> Minor Alteration Condo <input type="checkbox"/> Single Family or <input type="checkbox"/> Multi-Family - <input type="checkbox"/> New <input type="checkbox"/> Disturbed Lot <input type="checkbox"/> Minor Alteration Commercial - <input type="checkbox"/> New <input type="checkbox"/> Disturbed Lot <input type="checkbox"/> Minor Alterations/Improvements/Repair to Existing Describe –		

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<input type="checkbox"/>	Design Review Fee Paid	Amount (\$)	Check #	Date of Check
Sketch Plan Submittal Requirements		Please provide one set of sketch drawings in 11x17 format. Must be legible.		
All Drawings Must Be Legible				
<input type="checkbox"/>	Vicinity Map	Show project location (Lot/Tract) on subdivision plat map or COS, relative to neighboring lots, adjacent roads and road names.		
<input type="checkbox"/>	Site Plan (1":20')	Show development area, footprint of proposed project, building envelope if applicable, easements, setbacks, existing tree masses, stream corridors, new and existing contours (2' intervals), site drainage, location of retaining walls, parking areas, snow storage areas, orientation of garage, guesthouse and caretakers units (if applicable), driveway materials and width, location of site section, and roof design indicating maximum lengths.		
<input type="checkbox"/>	Site Section (1":20')	Show highest ridgeline, extent of cut and fill, retaining walls, and conformance with height restrictions		
<input type="checkbox"/>	Building Height Calculations and Sketch	Show highest ridge in relation to average grade, identify points used in calculating average grade, and provide clear calculations.		
<input type="checkbox"/>	Floor Plans (1/8":1')	Show rooms (labeled) and include total number of all fireplaces (gas and wood). Indicate square footage by level (habitable v. non-habitable)		
<input type="checkbox"/>	Exterior Elevations (1/8":1')	All sides. Indicate graphically and in writing all proposed exterior building materials. Show all roof slopes.		
<input type="checkbox"/>	Written Statement	Summarize project in a letter (signed by the owner) to BSAC to include – total square footage by level, certify compliance with setbacks, height restriction, and applicable covenants and design regulations. If owner designates a representative to write and sign the statement, then owner must complete a BSOA owner designee form, designating a representative.		
Notes				
Sketch Plan Submittal Date				
Sketch Plan Approval Date				

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Final Plan Submittal Requirements - Provide two sets of stamped drawings: 1 sized 24x36 and 1 sized 11x17.			
<input type="checkbox"/>	All Sketch Plan Submittal Requirements in Final Form		
	<input type="checkbox"/> Vicinity Map	<input type="checkbox"/> Floor Plans (1/8":1')	
	<input type="checkbox"/> Site Section (1":20')	<input type="checkbox"/> Exterior Elevations (1/8":1')	
	<input type="checkbox"/> Building Height Calculations and Sketch	<input type="checkbox"/> Written Statement	<input type="checkbox"/> Alternate Owner Representative
<input type="checkbox"/>	Signed Letter from Licensed Surveyor verifying he/she has staked project and that project boundaries are in conformance with approved plans.		
<input type="checkbox"/>	Final Site Plan – Include all Sketch Plan Conditions and provide the following graphically and in writing		
	Easements and Setbacks	Contours at 2' Intervals	Complete footprint
	Development Area (including access and retaining walls)	Construction Staging Area	Utilities (meters, tanks, transformers, service lines (water-sewer-cable), satellite dish locations, news boxes, address markings)
	Property Boundaries and Corners	Final Grading	
	Surface Drainage	Snow Storage	Roads, walks, drive, decks, patios
<input type="checkbox"/>	Landscape Plan – Must illustrate the following		
	Existing plant materials and natural site features	Plant schedule by scientific and common name, quantity, size	Proposed treatment of all ground surfaces (turf, ground cover, etc.)
	Extent and location of all plant materials	Auto/timed irrigation system	Lighting location, type and wattage
	Exterior Site Features (if applicable, i.e., fences, gates, portals, etc.)	Other constructed or mounted features	Proposed seed mixes and rates
<input type="checkbox"/>	Building drawings (include on both sets 24X36 and 11X17)		
	Floor plans showing square footage and finish floor elevations		All exterior elevations showing finished grade
	Primary roof pitch	All Roof Heights and Secondary Roof Pitches	Lighting/Address locations and materials
<input type="checkbox"/>	Materials Board and Cut Sheets		
	Exterior Lighting Fixtures	Material Sample Boards including exterior wall and trim, door and window, roofing and flashing, exterior paving and all finishes and colors (manufacturer name and color #). Material boards should be of adequate but practical size (with samples not smaller than 1'X1').	
Final Plan Submittal Date			
Final Plan Approval Date			

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Performance Deposit Paid	Amount (\$)	Check #	Check Date	CD/Bank	Initial
At Beginning of Project					
<p>I accept, agree to and acknowledge that the standards and procedures established by BSAC are intended to enhance the overall aesthetics of the real property within BSOA's Jurisdiction. Neither the BSAC, the individual members, or the BSOA shall bear any responsibility for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes and other governmental requirements, nor for ensuring the appropriateness of soils, drainage, and general site work. Neither the BSOA, the Board, the BSAC or member of any of the foregoing shall be held liable for any injury, damages, or loss arising out of the manner or quality of approved construction on or modifications to any Unit, Lot or Tract within the real property. In all matters, the BSAC and its members shall be defended and indemnified by the BSOA.</p>					
Signature /Printed			Date		
<p>I understand that failure to abide by conditions of this agreement may result in forfeiture of the Performance Deposit which funds may be used to legally enforce compliance with the provisions and requirements of the protective covenants for such property and the BSOA Design Regulations for such building and construction work.</p>					
<p>I have participated in a preliminary construction meeting/call with BSOA staff. I have completed the Project Application and Checklist and have access to and understand the requirements of the BSOA (i.e., Design Regulations and Covenants).</p>					
<p>I understand that I am responsible for determining applicability and obtaining all required permits for my project including but not limited to County land use, Big Sky Water and Sewer District, wetlands, occupancy, etc.</p>					
<p>I understand that I am constructing a project in an unincorporated area of Gallatin or Madison County, Montana and without the benefit of construction inspections, rigorous contractor licensing requirements, state or local building codes. I understand it is required that I used a licensed architect for my project and that it is strongly recommended that a Montana architect be used for the design of my project. I also understand that a licensed surveyor must certify boundary lines and building corner locations in writing to the BSOA.</p>					
<p>I understand that it is strongly recommended that I contact the Big Sky Rural Fire District for a project review to ensure proposed construction materials, driveway grades, landscaping, address markings, and other design elements will reduce my risk of loss from fire and facilitate for emergency response.</p>					
<p>I agree that the project will conform in all respects to the final design as approved by the BSAC and that all work shall be done in accordance with the provisions and requirements of the protective covenants for such property and the BSOA Design Regulations for such building and construction work.</p>					
Completion Date					
<p>I agree that my project will be complete, including finished landscaping by the following date:</p>					
<p>I understand that the BSAC has approved a second and final construction extension. Failure to complete construction by the following date may result in forfeiture of the performance deposit and legal action which may require full restoration of the property to pre-construction conditions (including but not limited to removal of foundations, footings, re-grading, seeding, and landscaping). Extended completion date:</p>					
During Construction					
<p>I understand that all work will be done in accordance with the provisions and requirements of the protective covenants for such property and the BSOA Design Regulations for such building and construction work. I am responsible for my contractor's and subcontractor's compliance, and I will manage my contractor to assure the work site is kept in an orderly condition and that construction materials and staging do not interfere with the safe flow of traffic, snow removal and snow removal equipment.</p>					
<p>I will contact the BSOA office as well as the Gallatin or Madison County Sherriff Office in the event of any interruption to through traffic (i.e. utility connection road cuts) as a result of my project.</p>					
At Project Completion					
<p>I have provided either a marked-up set of final approved plans (11X17) or a set of as-built drawings (11X17) for the BSOA files that reflect all BSAC approved construction changes to the final design and landscape plan. I understand any significant design changes made and not approved by the BSAC may result in forfeiture of the performance deposit and legal action which may require the project be re-built to the approved plan.</p>					