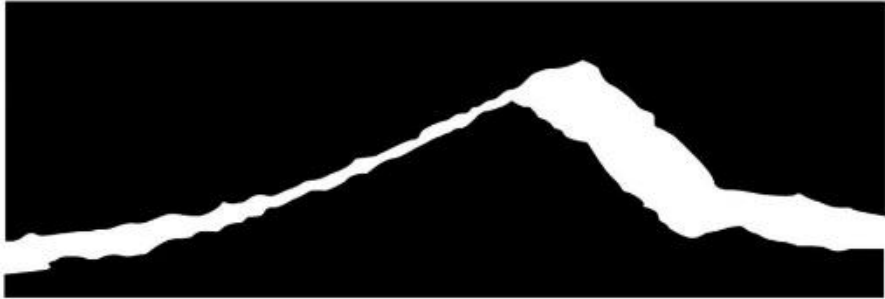


# BIG SKY OWNERS ASSOCIATION



## Major Renovation/Addition Application

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# 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	<b>Residential</b> - <input type="checkbox"/> New <input type="checkbox"/> Disturbed Lot <input type="checkbox"/> Major Renovation <input type="checkbox"/> Minor Alteration <input type="checkbox"/> Landscaping <b>Condo</b> <input type="checkbox"/> New <input type="checkbox"/> Disturbed Lot <input type="checkbox"/> Major Renovation <input type="checkbox"/> Minor Alteration <input type="checkbox"/> Landscaping <b>Commercial</b> - <input type="checkbox"/> New <input type="checkbox"/> Disturbed Lot <input type="checkbox"/> Major Renovation <input type="checkbox"/> Minor Alteration <input type="checkbox"/> Landscaping Briefly Describe –		

## Big Sky Architectural Committee Project Application and Checklist

### Sketch Plan Requirements – Required in order to be added to meeting agenda

<input type="checkbox"/>	Design Review Fee Paid – <b>Due prior to the first BSAC review of a project</b>	Amount (\$) <b>\$300.00 Additions, Major Renovations</b>	Check #	Date of Check
<input type="checkbox"/>	Plans are to-scale and legible	Font in drawings is easy to read and dimensions are to a scale indicated in drawings		
<input type="checkbox"/>	Hard-Copy Drawings	One hard-copy print of drawings <b>to scale</b> either 11" X 17", 12" x 18" or 24" x 36" format submitted to BSOA.		
<input type="checkbox"/>	Electronic Drawings	One electronic set of drawings has been emailed to the BSOA Architectural Review Coordinator.		
<input type="checkbox"/>	Site Plan (1":20')	Show development area, property boundaries and corners, footprint of proposed project, building envelope if applicable, easements, setbacks, existing tree masses, stream corridors, new and existing contours (1' intervals), site drainage, location, length and height of retaining walls, information on driveway: paving material, length, slope and width, patios, decks, walkways, site accessories, hot tubs, utilities, parking areas, snow storage areas, guesthouse and caretakers units (if applicable), 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, and retaining walls. Site Section may be illustrated on the Site Plan or submitted separately.		
<input type="checkbox"/>	4-pt Building Height Calculations and table either illustrated on Elevations or on separate drawings	Show highest ridge in relation to average grade, identify points and heights used in calculating average grade, and provide clear calculations.		
<input type="checkbox"/>	Floor Plans (1/8":1')	The Floor Plans must illustrate rooms; fireplaces (note wood v gas); furnace (label location); and indicate square footage by level delineating habitable and inhabitable space.		
<input type="checkbox"/>	Exterior Elevations (1/8":1')	All sides. Indicate graphically and in writing all proposed exterior building materials and dimensions including wall lengths, heights and roof slopes. Show all roof slopes.		
<input type="checkbox"/>	Designated Project Representative Form	If owner designates a representative to write and sign the written statement below, submit materials or present at BSAC meetings, then owner must complete and sign the Designated Project Representative Form.		
<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.		
<b>Sketch Plan Submittal Date</b>		<b>14-days prior to the scheduled BSAC meeting</b>		
<b>Sketch Plan Approval Date</b>				

**NOTE: BSOA STAFF WILL SEND COURTESY NOTIFICATIONS TO ALL ADJACENT PROPERTY OWNERS PRIOR TO SKETCH PLAN REVIEW**

# Big Sky Architectural Committee Project Application and Checklist

## Final Plan Submittal Requirements

<b>All Sketch Plan Submittal Requirements in Final Form (see page 2 for details)</b>			
<input type="checkbox"/>	Plans are drawn to-scale	<input type="checkbox"/>	Plans are legible
<input type="checkbox"/>	Floor Plans	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Site Section	<input type="checkbox"/>	4-pt Building Height Calculations and table
<input type="checkbox"/>	Exterior Elevations – Colored elevation or rendering is required	<input type="checkbox"/>	Written Statement noting any changes made from Sketch Plan Review
<input type="checkbox"/>	11x17 or 24 x 36 Hard-copy drawings to scale submitted	<input type="checkbox"/>	Electronic drawings submitted
<b>Additional Requirements to the Site Plan, Elevations and Floor Plans</b>			
<input type="checkbox"/>	If driveway > 40': free-standing address sign visible for emergency response and shown on the Site Plan	<input type="checkbox"/>	Adequate off-street construction staging area including dumpster, trailers, contractor vehicle parking, portable toilet, debris piles and bear-proof garbage can (if applicable) for food products.
<input type="checkbox"/>	Every-day location for bear-proof garbage can/dumpster storage (must be in a secured location or indoors)	<input type="checkbox"/>	Exterior surface-mounted Dark Skies Compliant lighting and surface mounted Address numbers added to the Elevations
<b>Landscape Plan – Must illustrate the following</b>			
<input type="checkbox"/>	Existing plant materials and natural site features	<input type="checkbox"/>	Plant schedule by scientific and common name, quantity, size
<input type="checkbox"/>	Proposed treatment of all ground surfaces (turf, ground cover, etc.)	<input type="checkbox"/>	Exterior Site Features (if applicable, i.e., fences, gates, portals, etc.)
<input type="checkbox"/>	Auto/timed irrigation system	<input type="checkbox"/>	Dark Skies Compliant landscape lighting locations, type, wattage and cut-sheet
<input type="checkbox"/>	Other constructed or mounted features	<input type="checkbox"/>	Proposed seed mixes and rates (certified noxious weed-free)
<input type="checkbox"/>	Walkways, paths or stone pavers	<input type="checkbox"/>	Location for firewood storage
<b>Materials Board – 12" x 12' sample of materials mounted on a board are required with a list which summarizes all materials and includes brand names, colors, finishes etc.</b>			
<input type="checkbox"/>	Exterior Walls	<input type="checkbox"/>	Stonework
<input type="checkbox"/>	Deck flooring railings and spindles	<input type="checkbox"/>	Window trim
<input type="checkbox"/>	Roofing and flashing	<input type="checkbox"/>	Exterior stonework
<input type="checkbox"/>	Exterior doors (garage included)	<input type="checkbox"/>	Dark Skies Compliant Lighting/Cut Sheets

## Big Sky Architectural Committee Project Application and Checklist

<b>Other Final Plan Requirements</b>	
<input type="checkbox"/>	Plans are signed/sealed by licensed architect and license number included on page 1 of application
<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"/>	<b><u>If plans were prepared by an out-of-state of Montana Architect:</u></b> Signed Letter from licensed Engineer verifying he/she has overseen preparations of construction drawings.
<input type="checkbox"/>	<b><u>If new construction is taking place and the driveway &gt;75 ft in length, &gt;10% slope or contains a curve less than 30 degrees:</u></b> written approval from the Fire Chief
<b>Final Plan Submittal Date</b>	<b>14-days prior to the scheduled BSAC meeting</b>
<b>Final Plan Approval Date</b>	

### After Final Plan Approval and Prior to Construction

<b>Pre-Construction Requirements</b>			
<input type="checkbox"/>	Performance Agreement Form initialed, signed and submitted to BSOA. A photo copy is retained for your records.	<input type="checkbox"/>	Cash Performance Deposit posted with BSOA. For new construction, a Construction and Landscape Performance Deposit is required.
<input type="checkbox"/>	All other requirements per BSAC Final Approval met	<input type="checkbox"/>	BSOA Construction standards have been provided to the contractors in charge of overseeing the construction project.

### Project Completion Requirements – Prior to Release of Performance Deposit

<b>Release of the Construction Performance Deposit</b>			
<input type="checkbox"/>	All construction to the exterior of all structures is complete including staining and stonework.	<input type="checkbox"/>	Minor changes to the approved plans have been redlined, initialed and resubmitting to the BSOA for the file.
<input type="checkbox"/>	All construction staging including trucks, portable toilet, construction trailer are cleared from the site.	<input type="checkbox"/>	Major changes to the approved plans are brought back through the BSAC for approval.
<input type="checkbox"/>	Project construction was completed by deadline or received approval for a project extension by the BSAC prior to the deadline (see the Performance Agreement Form). Completion deadline for landscaping may extend into subsequent growing season.		
<b>Release of the Landscape Performance Deposit (if applicable)</b>			
<input type="checkbox"/>	The landscape work is complete including driveway installation, topsoil placement, reseeding of all disturbed areas and irrigation system in place. The grass is growing and visible.	<input type="checkbox"/>	The home appears to have no remaining construction work to be completed that is visible from the street. Any equipment or machinery needed on site for interior work needs to be approved by BSOA staff on a case-by-case basis

## Designated Project Representative Form

BSOA Account #			
Subdivision			
<b>Legal Description</b>	Lot/COS	Block	Tract
<b>Owner Info</b>	Name		
	Mailing Address		
	City	State	Zip
	Phone 1	Phone 2	
<b>Brief Project Description:</b>			

<b>Project Representatives Must Be Designated Prior to BSAC Review</b>	
<p>I authorize _____ as my Designated Project Representative for the Big Sky Architectural Committee's review of my project as defined above. I understand that if my designated project representative should change, I must notify the Big Sky Owner's Association of this change in writing.</p>	
Signature _____	Date _____

## Performance Agreement Form

**BSOA #**

Performance Deposit Amount: <b>\$5,000</b>	Check #	Check Date	Initial Each Box below ↓
<b>At Beginning of Project</b>			
I accept, agree to and acknowledge that the standards and procedures established by the BSAC are intended to enhance the overall aesthetics of the real property within BSOA's Jurisdiction. Neither the BSAC, the individual members, nor 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.			
I understand that failure to abide by conditions of this agreement (including failure to meet the completion date or any extension) 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.			
I have participated in a preliminary construction meeting/call with BSOA staff. I have completed the Project Application and Checklist and it is my responsibility to meet and understand the requirements of the BSOA (i.e., Design Regulations and Covenants).			
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.			
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 use 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, building footprint and building corner locations in writing to the BSOA. I further understand that due to the unique topography, climate and geotechnical conditions it is recommended that I use a licensed professional engineer for my project.			
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.			
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.			
<b>Completion Date</b>			
I agree that my project will be complete, including finished landscaping by the date listed below: <b>_____ months from the start date of my project per building (Dictated by Subdivision Covenants)</b> <b>(start date is triggered by the date the Performance Deposit is posted/transferred over by the BSOA)</b>			
I understand that if I make application and the BSAC approves a construction and/or landscaping extension, then failure to complete construction and/or landscaping 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 (to be filled in by Staff as applicable):			
<b>During Construction</b>			
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 and Construction Standards 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.			
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.			
<b>At Project Completion</b>			
I understand that I will provide 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.			
I certify I am the Owner of the real property that is the subject of this application and I have read and agreed to the above provisions.			
_____ Signature /Printed			_____ Date

Project Type	Details	Review Fees	Performance Deposit
<b>Subdivisions/Multi Family/Commercial</b>			
<b>Subdivisions/Multi Family/Condominium Construction:</b>			
Sketch and Final Plan	Per Building Type	\$ 2,000.00	\$ 10,000.00
Landscaping		\$ 500.00	
Landscaping Performance Deposit	Per Acre of Disturbed Area		\$ 10,000.00
<b>Commercial:</b>			
Sketch and Final Plan	Per Building Type	\$ 2,000.00	\$ 10,000.00
Landscaping		\$ 500.00	
Landscaping Performance Deposit	Per Acre of Disturbed Area		\$ 20,000.00
<b>Single Family Homes</b>			
<b>Project Size</b>			
Sketch and Final Plan	< 3000 Square Feet	\$ 1,000.00	\$ 7,500.00
	> 3000 Square Feet	\$ 2,000.00	\$ 10,000.00
Landscaping		\$ 250.00	\$ 7,500.00
<b>Other Fees</b>			
<b>Minor Improvements, Alterations, or Repairs:</b> Includes color or material changes and minor landscaping changes	Projects over 1500 square feet may require a larger performance deposit	\$ 50.00	\$ 500.00
<b>Major Improvements, Renovations, or Additions:</b> Complete remodel of a home or substantial additions may be classified under the Single Family Dwelling Review Fees above		\$ 300.00	\$ 5,000.00
Pre-application Review/Consultation w/ Arch. Coordinator	Per Hour after initial 2 hours	\$ 45.00	
Pre-sketch Plan (if BSAC determines process is allowed)	Per Application	\$ 300.00	
<b>Penalty and Special Consideration Fees</b>			
Variance (Covenant Requirments)		\$ 500.00	
Exceptions (Design Regulations)		\$ 400.00	
Resubmission Fee		\$ 500.00	
Extension of an Approved Plan	First Extension Free, Subsequent	\$ 300.00	
Modification/Amendment to Approved Plan	First Modification Free, Subsequent	\$ 200.00	
After the Fact Permit/Approval		\$ 500.00	
Reduction or Partial Return of PD		\$ 100.00	
Revisit Site		\$ 100.00	
Sign Permit		\$ 100.00	
Appeal of Approval/Denial		\$ 100.00	