

# BIG SKY OWNERS ASSOCIATION



## Painting/Exterior Finish Alterations Application

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## Big Sky Architectural Committee (BSAC) Project Application

<b>BSOA Account #</b> (To Be Filled in by BSOA Staff)		Date	
<b>Subdivision</b>			
<b>Legal Description</b>	Lot/COS	Block	Tract
<b>Project Address</b>			
<b>Owner Info</b>	Name		
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
<b>Architect Info (if Applicable)</b>	Firm Name		Architect
	License #		State
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
<b>Contractor Info</b>	Company Name		
	Project Manager Name		
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
<b>Project Description</b>	Briefly Describe –		



## Big Sky Architectural Committee (BSAC) Project Checklist

### Painting/Exterior Finish Alterations Submittal Requirements –

List of items REQUIRED to be submitted in order to be added to meeting agenda.

**PLEASE NOTE:**

Requirements will vary depending on the alterations proposed. Photos of the existing home may be used if photos will adequately represent the proposed alterations. Please verify Requirements with BSOA Staff. **Submittal Date is 14 days prior to the next regularly scheduled BSAC meeting.**

<input type="checkbox"/>	Design Review Fee Paid – <b>Due prior to BSAC review</b>	Amount: \$ <b>50.00</b> <b>Painting or Exterior Finish Alterations</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"/>	Exterior Elevations (1/8”:1’)	Elevations of each side of the home where work will be performed. Indicate graphically and in writing all proposed exterior building materials.  Photos may be substituted if photos accurately portray work that will be performed. <b>VERIFY</b> with BSOA Staff.		
<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 writing.		

**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.**

<input type="checkbox"/>	Exterior Walls	<input type="checkbox"/>	Stonework
<input type="checkbox"/>	Deck flooring, railings & 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

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

# Performance Agreement Form

**BSOA #**

(Filled in by BSOA Staff)

Performance Deposit Amount: \$ <u>500</u> <b>Painting/Exterior Finish Alterations</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 _____

## 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 _____

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	