

## Design Review Document

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Mailing Address if different from above (pertains to absentee owners):  
\_\_\_\_\_

To avoid unnecessary delays, please provide a phone number where you may be reached during normal working hours.

Work \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

Email: \_\_\_\_\_

**GENERAL DESCRIPTION:** Please describe the changes or additions requested for your property.

(Attach additional pages, if needed.)

PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION (if applicable):

Property Plat indicating:

- exact location of the proposed change/addition/modification
- distance to property lines from proposed change/addition/modification
- dimensions of the backyard property

Sketch or photograph of proposed change/addition/modification

Style: \_\_\_\_\_

Materials: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Color(s): \_\_\_\_\_

Paint color sample (if colors for fencing or other exterior item not part of the building)

Notification to Neighbors (If the proposed change/addition/modification is substantial, it may expedite processing if you provide evidence that your immediate neighbors have been notified of your application. (You may ask your neighbors to sign below for this purpose.)

I am aware that the Design Review Committee (DRC) will be considering this application.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Should the Design Review Committee require additional information, your request will be deferred until additional information is received.

1. No work on this request shall commence until written approval of the Design Review Committee (DRC) has been received.
2. Once approved, construction must be completed within six (6) months and must be performed in a way that does not unreasonably disturb or interfere with neighboring homes.
3. Applicant has responsibility for timely removal of any debris resulting from the construction.
4. All construction must be in accordance with all zoning ordinances, building codes, and laws of the City of Bigfork and Flathead County. Nothing herein contained shall be construed as a waiver or modification of any such ordinance, code or law.
5. Where applicable, utility easements are to be marked before any excavation is started. This service is provided free of charge by agencies involved and is required in order to provide for your safety.
  - For location of underground telephone, electric, gas, water, sewer lines and cable television, REMEMBER - 48 HOURS BEFORE YOU DIG... CONTACT <https://www.montana811.org/>
6. Please note – severing underground cables or conduits may result in repair costs to you.
7. Misrepresentation of any items in this request, either oral or written, may void any approval by the DRC.

I have read the current Design Review Guidelines for Fairway Pines and the proposed change/addition/modification meets the requirements therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

We thank you for your cooperation and assure you that the Committee will act on your request as soon as possible and a written response shall be returned to you.

Submit request form along with the requested attachments to the Fairway Pines Design Review Committee. (See board members, available on <https://fairwaypinesmt.com/>)

**For DRC Use Only**

The DRC Committee has reviewed this Design Review Request Form and:

Request approved as submitted.

Request approved with the following stipulations:

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Request denied for the following reason(s):

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Additional remarks:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Architectural Control Committee (DRC) Board Chairman