

GALACTIC PARK (GP) RESIDENTIAL HOMEOWNERS ASSOCIATION (HOA)
DESIGN REVIEW REQUEST FORM (DRRF)

Lot #: _____ Type Review Requested (Preliminary, Stage 1, Stage 2, or Minor): _____

Fox Run House Number and Street Address (If established): _____

Lot Owner's Name(s): _____

Mailing Address: _____

Telephone #1: _____ Email #1: _____

Telephone #2: _____ Email #2: _____

Builder's Name: _____

Company Name: _____

Mailing Address: _____

Telephone #: _____ Email: _____

Project Name: _____

Project Description: _____

Along with two (2) copies of this completed form the submitter shall provide the following, as applicable to the project, to the Galactic Park Residential HOA Manager at the address listed on the last page of this form:

House's Square Footage:

_____ Main Floor exclusive of garage, exterior parking spaces, carport, porches, and decks

_____ Second Floor exclusive of decks

_____ Total of Main Floor and Second Floor with exclusions

_____ Garage (2 or 3-Car)

House's Finished Ground Elevation: _____ ft. The Finished Ground Elevation shall meet or exceed the minimum finished ground elevation specified for the lot on the Final Plat Plan of the Galactic Park Subdivision.)

Site Plan drawings - Two (2) printed sets are required. In addition, one (1) electronic set is highly desirable but optional. They shall demonstrate how the project will develop and improve the site. Each set shall identify on the plans at least the following: (a) the lot boundaries, (b) the building envelope, (c) the building footprint, (d) the area disturbed by the construction efforts, (e) the general landscape features, (f) driveways, (g) parking areas, (h) storage areas, (i) sidewalks, (j) walkways, (k) patios, (l) decks, (m) fences, (n) landscape lighting fixtures, (o) residence identification markers, and (p) any other site improvements including any water drainage features required. The Site Plan drawings shall also document by showing those parts of adjacent properties and house footprints, as applicable, that in the siting and design of the new house, careful consideration has been exercised by the property owners and builder of the new home to ensure that the project shall not create or will minimize to the extent practical any negative impacts on adjoining or neighboring properties and that it shall provide adequate spacing between the new home and the existing homes. [The drawing scale shall be 1/8" = 1'-0" or a similar engineering scale approved by the HOA Architectural Review Committee (ARC)]. The site plans shall bear the stamp of a licensed architect.

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- Confirmation that the lot boundaries, building envelope, and building footprint have been staked out or marked in an easily and readily visible manner on the property. (YES or NO): _____
- Schematic Plan drawings - Two (2) printed sets are required. In addition, one (1) electronic set is highly desirable but optional. Each set shall include at least the following: (a) full detailed and dimension-marked floor plans for each level including the garage, (b) exterior elevations of all sides, and (c) the building specifications. The schematic plan drawing shall bear the stamp of a licensed architect. [The drawing scale shall be 1/4" = 1'-0" or a similar engineering scale approved by the HOA ARC.]
- Complete Construction drawings - Two (2) printed sets are required. In addition, one (1) electronic set is highly desirable but optional. Each set shall include at least the following: (a) full detailed and dimension-marked floor plans for each level including the garage, (b) exterior elevation views of all sides, (c) roof framing design details and drawings, (d) foundation plan and detailed drawings, (e) typical flooring cross-section drawing and specifications, (f) typical wall section drawings and details, (g) schematic electrical drawings for each level, (h) the building specifications, (i) window and door schedules, (j) stair details, and (k) any other relevant construction details. The drawings shall also include the location and dimensions of all (a) trim, (b) handrails, (c) columns/posts and (d) other ancillary details. The construction drawings shall bear the stamp of a licensed architect. [The drawing scale shall be 1/4" = 1'-0" or a similar engineering scale approved by the HOA ARC.] *These drawings are optional for the Stage 1 Review: Schematic Design Review but required for the Stage 2 Review: Construction Drawing Review.*
- Landscape Plan drawings. Two (2) printed sets are required. In addition, one (1) electronic set is highly desirable but optional. Each set shall include the **detailed** landscape plans and the plans for site protection. The plans shall demonstrate how the planned new landscaping shall (1) improve the project, (2) allow the project to help preserve, to the maximum extent practical, (a) the natural environment, (b) the serenity of the area, and (c) the uniqueness and integrity of Fox Run, and (3) demonstrate that the project shall create a harmonious relationship with the existing natural environment while precluding or minimizing any negative impact to surrounding residences. Each set shall identify on the plans at least the following: (a) the lot boundaries; (b) the building envelope; (c) the building footprint; (d) the detailed landscape features (i.e., existing and planned large single trees and groves of trees and shrubs, existing grass and wildlife areas, planned new grass seeded or sodded areas, flower bed areas, gardens, and large or groups of landscaping rock and stone); (e) driveways, (f) parking areas, (g) storage areas, (h) sidewalks, (i) walkways, (j) patios, (k) decks, (l) fences, (m) landscape lighting fixtures, (n) residence identification markers, and (o) any other site improvements including any water drainage features required. [The drawing scale shall be 1"=20' or a similar engineering scale approved by the HOA ARC] *These drawings are optional for the Stage 1 Review: Schematic Design Review but required for the Stage 2 Review: Construction Drawing Review.*
- Samples of **all** exterior materials with their respective color(s) in an adequate size to evaluate properly. When samples are not available or are too large (e.g., exterior doors, garage doors, and windows) to be easily provided to the ARC, photographs of adequate size, clarity, and color quality of the items shall be submitted.
- Design Review Fees (Preliminary - \$100, Stage 1 alone - \$250, Stage 2 alone - \$350, Stage 1 & Stage 2 combined - \$500 total, and Minor - \$50). For new home construction a \$1,000 refundable deposit is required to ensure compliance with Galactic Park requirements.
- Completed and signed HOA ARC Architectural Review Committee Checklist. Two (2) copies are required. In addition, one (1) electronic set is highly desirable but optional. The checklist shall demonstrate compliance with the current versions of the *Declaration of Covenants, Conditions, and Restrictions for Galactic Park Residential Subdivision Property* and the *Fox Run at Galactic Park Architectural Review Guidelines*. The checklist shall document the request and basis for any waivers and the basis for any delays in submitting the required information.

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Brief (1-page) description of how the proposed house (a) is a custom home, (b) is unique within the Subdivision, and (c) harmoniously combines with and is consistent and suitable with the natural environment and existing homes in the Subdivision. Two printed copies are required. In addition, one (1) electronic set is highly desirable but optional.

Project Schedule(s). Two (2) printed sets are required. In addition, one (1) electronic set is highly desirable but optional. No site preparation involving the cutting of trees or the start of construction work shall be initiated without written approval of the ARC. All improvements, construction, reconstruction, alterations, or remodeling requiring ARC approval once started shall be continued on a diligent schedule and continuous basis and shall be completed within 12 months or less after the date that the HOA Board and ARC approve in writing the submittal for improvement.

Landscaping Schedule. Two (2) printed sets are required. In addition, one (1) electronic set is highly desirable but optional. Landscaping of a new home including driveways and parking pavement, walks, lighting, trees, shrubs, landscape mulch, and irrigation lawn and turf areas shall be completed within 12 months or less after the completion of home construction. The initial stage of the landscaping project including driveways and parking pavements, walks, and lawn should be completed as soon as practical during the final stages of home construction but no later than four months after completion of the home construction.

Fire Protection Method (i.e., Fire Sprinklers or Fire Retardant Spray): _____
If the fire sprinkler method is chosen provide a stamped set of engineered sprinkler system plans to the ARC and the Local Fire District. If the fire retardant spray method is chosen provide the ARC and the Local Fire District for each product used with a copy of the product’s name, the Manufacturer’s Safety Data Sheets, and test criteria and results. NOTE: If another approach is chosen provide the ARC copies of the approval letters from the Local Fire District, the Gallatin County Department of Planning and Community Development, and the Gallatin County Commissioners.

Other information as specifically requested by the HOA Board or ARC or as determined by the property owner(s) or builder to be relevant to obtaining ARC approval.

Descriptions of the following building materials, including manufacturer’s name, #, type, style, color, etc.

Roofing: _____

Soffit and Fascia: _____

Chimney Materials: _____

Siding: _____

Stucco: _____

Lot #: _____ Type Review Requested (Preliminary, Stage 1, Stage 2, or Minor): _____

Stone and Brick: _____

Shutters: _____

Accent Materials: _____

Paints: _____

Windows: _____

Front Door: _____

Other Exterior Doors: _____

Porch Posts & Railings: _____

Exterior Lights: _____

Additional Comments: _____

I certify that the information submitted is complete unless noted otherwise herein and accurate. I agree to comply with the current versions of the *Declaration of Covenants, Conditions, and Restrictions for Galactic Park Residential Subdivision Property* and the *Fox Run at Galactic Park Architectural Review Guidelines*. I agree to obtain additional ARC approval before any improvements or changes are made that are not in accordance with these plans. I agree to pre-arranged inspections by the HOA Board or ARC during construction to ensure compliance with these plans and HOA requirements.

Submitter's Signature: _____ Date: _____

SUBMIT TO: Galactic Park Residential Homeowners Association (HOA) Architectural Review Committee
% Kathi Cowdrey, HOA Manager
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Bozeman, MT 59715
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