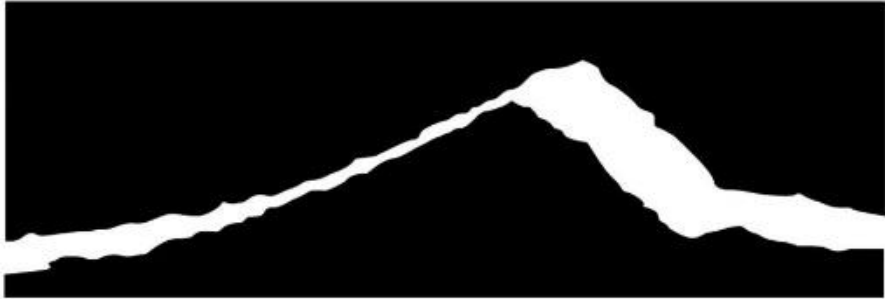


# BIG SKY OWNERS ASSOCIATION



## Minor Alteration Application

Property Description and Contact Information	-----	Page 2
Minor Alteration Submittal Requirements	-----	Page 3
Designated Project Representative Form	-----	Page 4
Performance Agreement Form	-----	Page 5
Review Fee & Deposit Schedule	-----	Page 6



# Big Sky Architectural Committee Project Application and Checklist

<b>BSOA Account #</b>		<b>Date</b>	
<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</b>	Firm Name		
	Architect Name		
	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>	<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

**Minor Alterations Submittal Requirements** – Required in order to be added to meeting agenda. Verify Requirements with BSOA Staff

<input type="checkbox"/>	Design Review Fee Paid – <b>Due prior to the first BSAC review of a project</b>	Amount (\$) <b>\$100.00 Minor 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"/>	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>Submittal Date</b>		<b>14-days prior to the scheduled BSAC meeting</b>		

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

## 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 _____

# Minor Alteration Performance Deposit Agreement Form

**BSOA #**

Performance Deposit Amount: <b style="color: red;">\$500</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 style="color: red;">_____ months from the start date of my project per building (Dictated by Subdivision Covenants)</b> <b style="color: red;">(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 Sheriff 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