



Rev. 9/2022

## Architectural Design Review Packet Forms and Process

To those Saddlehorn Community lot owners planning on constructing a new residence, or existing lot owners planning on remodeling, and/or making changes to a driveway landscape, parking lot, fence, wall or exterior lighting, please review the attached packet of information as it pertains to the Architectural Review process.

For full description of the design review and approval process, please see pages 11 – 19 of the Saddlehorn Community Design Guidelines (ver. 1.1, dated 1/1/2021).

All forms and design plans should be submitted by email to [mcrippen@saddlehorn.com](mailto:mcrippen@saddlehorn.com) or via US Mail to Saddlehorn Community Association, Attn. ARC, P.O. Box 1808, Bigfork, MT 59911. Payments must be made out to “Saddlehorn Community Association” and submitted by US mail to the same address. The application will not be considered complete until payment has been received.

### **Included in this packet:**

- Form #1 - Application for Initial Design Review must be submitted along with a digital copy of the plans and a non-refundable architectural review fee of \$2,500 (Full Plan) or \$500 (Unconditioned Space.)
- Form #2 - Application for Final Plan Review must be submitted along with a complete set of plans.
- Form #3 - Construction Application must be submitted at the time the Architectural Review Committee has approved all drawings and specifications, along with a \$7,500 refundable Compliance Deposit and \$2,500 Damage Deposit.
- Form #4 - Application for Construction or Design Change must be submitted if there is a deviation from the originally submitted Initial Plan Review drawings and specifications, or if a remodel or change to an existing unit, driveway, parking, landscape or exterior lighting is planned. If this is a remodel or change to an existing habitable residence, a non-refundable architectural review fee of \$250 must be paid with this application.
- Form #5 - Application for Property Modification must be submitted when a property owner desires to make an exterior change to their home or property. (i.e. paint or stain color, windows/doors, landscaping, etc.) A fee from \$50 to \$250 is required with this application, depending on the scale of the project to be reviewed.
- Form #6 - Application for Final Inspection must be submitted prior to the time the owner would like the Design Review Committee to inspect the construction. Compliance and Damage deposits, if any, will be refunded upon final inspection and approval by the Architectural Review Committee.
- Appdx #1 - Owner’s Authorization Form must be submitted if you are designating someone other than yourself as the contact person or authorized agent.
- Appdx #2 - Saddlehorn Community Schedule of Fees details the fees associated with the Architectural Review Process.
- Appdx #3 - Saddlehorn Community Design Review Flowchart



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## Form 1 - Application for Initial Plan Review

The applicant must submit an Initial Plan Review Package at least 20 days prior to the ARC meeting. The non-refundable Initial Plan Review fee (**\$2,500** for a full plan **or** **\$500** for an unconditioned space) is to be submitted at this time as well.

This form and design plans should be submitted by email to [mcrippen@saddlehorn.com](mailto:mcrippen@saddlehorn.com) or via US Mail to Saddlehorn Community Association, Attn. ARC, P.O. Box 1808, Bigfork, MT 59911. Payments must be submitted by mail. The application will not be considered complete until payment has been received.

The submitted Initial Plan Review Package is to include the following details:

1. Existing homesite conditions and improvements with photographs
2. Proposed Landscape Plans
3. Proposed Site Plans at 1" = 20'
4. Floor Plans, Exterior Elevations (all elevations) at 1/8" = 1'-0"
5. Exterior Materials and Colors Board
6. Roof Design at 1/8" = 1'-0"
7. Vehicle and pedestrian access identified on survey
8. Entry driveway, turn-around and parking identified on survey
9. Montana Licensed survey of property boundaries and site plan (a minimum of 1"=20')
10. Licensed survey to include easements, Buildable Area, the home footprint, homesite topography at 2' intervals, significant features, rocks, water, all trees of larger than 4" caliper with species identified.

Cabin    Camp   Lot # \_\_\_\_\_ located at the street address of \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Architect Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Landscape Architect Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or Authorized Agent

Date Received: \_\_\_\_\_ ARC Committee Meeting Date: \_\_\_\_\_

Approved?: Yes / No \_\_\_\_\_ Communicated to Property Owner? \_\_\_\_\_

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
ARC Committee



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## Form 2 - Application for Final Plan Review

This form and design plans should be submitted by email to [mcrippen@saddlehorn.com](mailto:mcrippen@saddlehorn.com) or via US Mail to Saddlehorn Community Association, Attn. ARC, P.O. Box 1808, Bigfork, MT 59911 20 days prior to the next ARC Committee meeting.

Date of Initial Design Approval (if submitted): \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Date Received: \_\_\_\_\_

Cabin  Camp Lot # \_\_\_\_\_ located at the street address of \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Architect Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Landscape Architect Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Owner or Authorized Agent

Date Received:

ARC Committee Meeting Date:

Approved?: Yes / No

Communicated to Property Owner?

Comments: \_\_\_\_\_

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

ARC Committee



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### Form 3 - Construction Application

Submit this form along with a refundable Compliance Deposit plus Damage Deposit of \$10,000 (\$7500 Compliance Deposit plus \$2500 Damage Deposit) made payable to Saddlehorn Community Association.

Please email this application and mail the compliance deposit to Saddlehorn Architectural Review Committee, P.O. Box 1808, Bigfork, MT 59911

Date of Final Plan Approval: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Date Received: \_\_\_\_\_

Cabin  Camp Lot # \_\_\_\_\_ located at the street address of \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Agreement:**

I hereby agree that I have read and understand the Saddlehorn Architectural Review Guidelines and will abide by said guidelines and shall perform the construction approved herein in accordance with the Final Plan Approval. I will not make any changes without prior written approval by the Architectural Review Committee.

I understand that my deposit of up to \$10,000.00 may be used to make corrections for unauthorized work, site clean up, street, road, sidewalk, gutter, curb or shoulder damage, and perform any other actions or repairs required to remedy infractions or violations to the Design Review Committee guidelines.

I understand after receiving Final Approval from the ARC and prior to the commencement of construction a pre-Construction Meeting must be held with the property Owner or Owner’s Representative, the Builder, and a Representative of the ARC. At the pre-Construction Meeting all Construction Regulations will be reviewed and discussed. The General Contractor will provide a detailed Construction Plan that will identify the area of construction, the limits of disturbance, lay-down areas, construction access drive and parking areas, temporary building size and location, erosion control measures, dumpster location, temporary toilet location, and location of any special equipment such as a tower crane. Prior to the Pre-Construction Meeting the General Contractor shall survey the primary corners of the buildings, survey the limits of construction disturbance and have a temporary fence erected for the protection of existing vegetation outside of the limits of disturbance. Written approval of the Construction Plan, survey, and fencing shall be obtained from the ARC Representative prior to the start of any construction activity including site clearing and excavation.

I shall promptly pay any additional fees, fines or assessments for the stated purpose should I be so required by the Design Review Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or Authorized Agent

<i>Date Received:</i>	<i>ARC Committee Meeting Date:</i>
<i>Approved?: Yes / No</i>	<i>Communicated to Property Owner?</i>
<i>Comments:</i> _____	
_____	
_____	
<i>Signed:</i> _____	<i>Date:</i> _____
ARC Committee	



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## Form 4 - Application for Construction or Design Change

The applicant must submit a Plan Review Package via email 20 days before the ARC meeting as well as a non-refundable **\$250.00** application submittal fee. Please send your package by email to [mcrippen@saddlehorn.com](mailto:mcrippen@saddlehorn.com) or via US Mail to: Saddlehorn Architectural Review Committee, P.O. Box 1808 Bigfork, MT 59911.

Date of Final Plan Approval: \_\_\_\_\_

Date Prepared: \_\_\_\_\_ Date Received: \_\_\_\_\_

Cabin  Camp Lot # \_\_\_\_\_ located at the street address of \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Architect Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Proposed Change: (Attach Sketch)

Reason for Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is understood and agreed that this Construction or Design Change approval when granted shall be for a period of six (6) months from the approval date hereof. If construction has not commenced within said six (6) month period, this approval shall be forfeited.

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

Property Owner or Authorized Agent

Date Received:

ARC Committee Meeting Date:

Approved?: Yes / No

Communicated to Property Owner?

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

ARC Committee



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## Form 5 - Application for Property Modification

The applicant must submit a Plan Review Package via email 20 days before the ARC meeting as well as a non-refundable application submittal fee. (For small projects, the ARC review fee is \$50; for larger scale projects, including major landscaping, exterior remodel or addition, the ARC review fee is \$250.00.)

Cabin    Camp   Lot # \_\_\_\_\_ located at the street address of \_\_\_\_\_

Owner Name(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

**Proposed Change to:**

- Paint / Stain Color Change     
 Door(s) &/or Window(s)     
 Exterior Remodel     
 Landscaping  
 Decks & Patios     
 Roofing     
 Addition(s)     
 Other: \_\_\_\_\_

Project Description:

\_\_\_\_\_

Reason for Change:

\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Make sure you attach/include the following information as applicable to your project:

- A description of the project, including height, width and depth, material specifics, colors samples, etc.
- A complete materials list of the project, including paint samples and/or stain color
- A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or link to websites)
- A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)

Please send your package by email to [mcrippen@saddlehorn.com](mailto:mcrippen@saddlehorn.com) or via US Mail to: Saddlehorn Architectural Review Committee, P.O. Box 1808 Bigfork, MT 59911.

**Owner's Acknowledgments:**

1. I understand there are architectural requirements and standards addressed in the Design Guidelines and CC&Rs documents along with a review process, and I agree to follow them.
2. I understand no work shall begin until written approval from the ARC has been received by me; if work has begun prior to approval, I may be required to return the property to its former condition at my own expense.
3. I give permission to the ARC Committee to enter the property to make inspections, as they deem necessary.
4. I understand that I am responsible for any damage and all cost to repair common area that result from the proposed modification. Additionally, modifications may not adversely affect the drainage in the area so as to impact neighboring properties or the overall development master drainage plan.
5. It is understood that this Construction or Design Change approval when granted shall be for a period of six (6) months from the approval date, and completed within 12 month of that date. If construction has not begun within the six (6) month period, this approval shall be forfeited.

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

Property Owner or Authorized Agent

Date Received:  
Approved?: Yes / No

ARC Committee Meeting Date:  
Communicated to Property Owner?

Comments: \_\_\_\_\_

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

ARC Committee



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## Form 6 - Application for Final Inspection

Date Prepared: \_\_\_\_\_ Date Received: \_\_\_\_\_

Cabin  Camp Lot # \_\_\_\_\_ located at the street address of \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Requested Date for Final Inspection: \_\_\_\_\_

I certify that construction has been completed and that all work done conforms to State, County and Local codes and is in accordance with the approved plans granted by the Architectural Review Committee and Saddlehorn Design Guideline standards as approved.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner or Authorized Agent

*Date Received:*

*ARC Committee Meeting Date:*

*Approved?: Yes / No*

*Communicated to Property Owner?*

*Deposit Amt Returned:*

*Deposit Amt Withheld:*

*Comments:* \_\_\_\_\_

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

*ARC Committee*



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## Appendix #1 - Owner's Authorization Form

This agreement dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, shall authorize THE SADDLEHORN ARCHITECTURAL REVIEW COMMITTEE to recognize my Designated Agent to represent me on all matters relating to the construction of my residence on Saddlehorn,

Cabin  Camp Lot # \_\_\_\_ located at the street address of \_\_\_\_\_, Bigfork Montana, 59911.

### Designated Agent

Cabin  Camp Lot # \_\_\_\_ located at the street address of \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

I acknowledge receipt of the Saddlehorn Design Guidelines and have read, understood and shall abide by those guidelines. It is understood that the Architectural Review Committee shall enforce said covenants in accordance with the authority vested to insure and protect the values of the members of the Saddlehorn Community Association.

I understand and agree that I am responsible for the actions of my Agent and that this authorization shall continue until my written notice to the Design Review Committee to terminate this authorization has been received by the members.

Agreed to and accepted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
Property Owner

By: \_\_\_\_\_  
Designated Agent

<i>Date Received:</i>	<i>ARC Committee Meeting Date:</i>
<i>Approved?: Yes / No</i>	<i>Communicated to Property Owner?</i>
<i>Comments:</i> _____	
_____	
_____	
<i>Signed:</i> _____	<i>Date:</i> _____
ARC Committee	



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## Appendix #2 - Schedule of Fees

The following fee schedule is accurate as of September 2022. Fees are subject to change.

Form 1  + Non refundable fee	<p><b>Initial Plan Review Fee:</b> Required at application submission. Non-refundable.</p> <hr/> <p><b>Partial / Un-conditioned Space Projects Review Fee:</b> For projects that do not involve excessive electrical, plumbing, HVAC, structural analysis (i.e. a shed or garage). Required at application submission. Non-refundable. If deemed by the ARC to be in need of further review, the fee shall be \$1,000.00.</p>	\$2,500   <b>OR</b>  \$500
Form 3 + \$10,000 Refundable Deposit	<p><b>Compliance Deposit</b> Required at application submission. Refundable upon completion of final inspection and approval by the ARC.</p> <hr/> <p><b>Damage Deposit</b> Required at application submission. Refundable upon completion of final inspection and approval by the ARC verifying no damage to roads, common property, etc.</p>	\$7,500   \$2,500
Form 4 + \$250 fee, if applicable	<p><b>Construction/Remodel or Design Change Fee</b> Required when a previously approved new build application is modified and requires further ARC review.</p> <p>If changes made during Initial Plan Review:</p> <p>Subsequent reviews requiring another ARC meeting:</p>	No charge   \$250
Form 5 + \$50 to \$250 fee	<p><b>Application for Property Modification</b> Required when a property owner desires to make an exterior change to their home or property. (i.e. paint or stain color, windows, etc)</p> <p>Smaller scale changes (i.e. paint, windows, etc. require a \$50 application fee; large-scale changes (i.e. additions, exterior remodel, large-scale landscape plan, etc.) will require up to a \$250 fee.</p>	\$50 to \$250 (*contact for more information)
	<p><b>Unauthorized Tree Removal</b></p>	\$10,000 max (\$1,000 per caliper inch over 4")

Fees outside the scope of the fee schedule will be determined by the ARC. Applications without an attached fee will not be processed.

All fees are payable at time of submission to "Saddlehorn Community Association"

Questions? Please contact: Mary Crippen at [mcrippen@saddlehorn.com](mailto:mcrippen@saddlehorn.com)

## Saddlehorn Community Design Review Flowchart

