



Procedure for Initial Plan Submissions and Subsequent Renovations in Badger Bay

Governing Codes & Guidelines

Georgetown Lake Zoning District Granite County, MT
Declaration of Covenants and Restrictions for Badger Bay at Georgetown Lake Subdivision
Badger Bay Design Guidelines and its Amendments
By Laws of Badger Bay Homeowner's Association, Inc.

Article VI of the Covenants spells out the Design Guidelines and Plan Approval Process. This process was then amended in a letter from the board on January 15th of 2010. These documents are all posted on Badger Bay HOA page on the Caras Property Management Website (<http://caras-properties.com/hoa/>).

It is the Badger Bay Architectural Control Committee's (ACC) requirement that all the applicable codes and Guidelines be reviewed by the Lot/Homeowner and their registered Architect for compliance.

In short there is a three-step process for design review, this includes new construction and substantial renovations altering improvements covered by the Design Guidelines:

1. Schematic Design Review - Performed by the ACC and a contracted Architectural Firm for compliance with the Design Guidelines. Requirements are on the Schematic Design Review Application Form. Please submit electronic copies in PDF format to the ACC Contact and the Architect. The current fee for this review is \$400 and payable directly to the Architect. The ACC have 30 days to reply. This 30-day timeframe begins once the application, fee, and full submittal is received by the Architectural Firm and schematic design staking is complete.

a. ACC Contact: Al Meitl ajmeitl@ecfinc.net

b. Architect: Cassandra Elwell
Phog Architecture, LLC
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Gallatin Gateway, MT 59730
cassandra@phogarch.com

(406) 599-0960

c. The ACC requests that the lot, building envelope, building footprint, and trees that will be removed staked prior to this review. Work completed by a licensed surveyor.

2. Construction Document Review – This is the same submittal process as outlined above and document requirements are listed on the Construction Document Review form. The current fee for this review is \$400 and payable directly to the Architect. The ACC have 30 days to reply. This 30-day timeframe begins once the application, fee, and full submittal is received by the Architectural Firm and construction design staking is complete.

a. If the staking has not been completed or has been removed the ACC requests that the lot and building envelope be staked prior to this review. Work completed by a licensed surveyor.

3. Final Inspection – Performed by ACC. All landscaping, site work, and all exterior finishes must be installed and finished before final inspection is requested. Final inspections must be scheduled at least 14 days prior to inspection date. Once complete and satisfactory the approval is forwarded to the Board President and she/he in turn forwards the approval to the County. The ACC will issue a Certificate of Compliance and release the bond to the applicant.

All review stages are approved by a majority of the ACC. The ACC may reasonably deny any application at any stage. The ACC will provide applicant with the basis for all decisions. Applicant may request clarification or amendment of ACC conclusions and may appeal an ACC decision per the Guidelines.

All major resubmittals require submittal of the entire application, required documents, and additional fee, unless otherwise stated by ACC to ensure submitted material is current, cohesive, and complete. The timeline for approval will start over once all requirements are resubmitted and complete.

Any request regarding the moving of the platted building envelope will require the following:

1. The platted building envelope is to be staked and marked on the lot. Work completed by a licensed surveyor.
2. The proposed building envelope staked and marked on the lot.
3. Stake your septic & drain field as marked on your plat.
4. Mark your well location.

Once the above has been completed then mail/email information to the Badger Bay Architectural Control Committee via HOA President. The ACC committee will review and submit a determination within 30 days.

Once that process is complete, the ACC will provide the applicant with the contact information for the neighboring lots, from which the applicant will need to obtain signature approvals. Applicant must include the new plat survey drawing with the old envelope and the requested envelope.

Once all the adjacent lot approvals are obtained, the information will be submitted to the ACC chairman for committee approval. Upon approval the information should then be forwarded to the County Planning Director by the owner/applicant.

Once ACC approves the changes to the plat, the HOA President also sends the info to the County Planning Director separate from the owner.

Please feel free to contact the ACC Chairman for further information.

ACC Contact: Al Meitl ajmeitl@ecfinc.net