



**Architectural Review Submittal Form**  
**READ CAREFULLY**

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

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

Lot, Block, and Phase Number (if applicable): \_\_\_\_\_

Project Description: \_\_\_\_\_

Individual or company Building or Remodeling: \_\_\_\_\_ Phone #: \_\_\_\_\_

Anticipated Construction Schedule:      Start: \_\_\_\_\_      Completion: \_\_\_\_\_

Please Include the Following with Returned Application

- Site Plans with Exterior Elevations in PDF form emailed to [info@saddlepeakproperties.com](mailto:info@saddlepeakproperties.com)
- Landscape plans in PDF form emailed to [info@saddlepeakproperties.com](mailto:info@saddlepeakproperties.com)
- Floor plans in PDF form emailed [info@saddlepeakproperties.com](mailto:info@saddlepeakproperties.com)  
*Please be sure to indicate property address, lot/block/phase, and owners name on all plans*
- Specifications of materials and exterior colors (*See Attached Form*)  
*No hard samples are to be given. Take pictures, etc. of items to be considered and email.*
- Any other information deemed necessary by the ARC for the performance of its function
- \$2500 deposit written to YOUR ASSOCIATION for landscape and clean-up holdback  
\*Some projects may have a higher deposit depending on size  
\*Deposit is fully refundable upon completion of sidewalks and landscaping
- Application fee of \$550, Your Association

**Mail or payments to PO Box 4240 Bozeman, MT 59772 or pay online at [www.saddlepeakproperties.com](http://www.saddlepeakproperties.com)**

*\*Please indicate the subject property address on the check memo line for both Application Fee and Landscape Holdback checks.*

The Homeowner agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs. The Homeowner agrees to comply with all city, county and state laws and obtain all necessary permits. Any changes to the originally approved specifications must be resubmitted to the architectural review committee.

\_\_\_\_\_  
Signature of Homeowner

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

**Please allow 15 days for the review of your plans to be complete**

The above-described architectural change is: \_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved

Approved subject to the following conditions:

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

Management Signature:

**NOTE: FOR YOUR PROTECTION ALWAYS USE LICENSED, BONDED AND INSURED CONTRACTORS.**

**WAIVER OF LIABILITY**

We/I understand and will comply with the following:

1. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
2. Owner is required to advise all contractors that common areas are not to be used as work or storage areas. Contractors will also be held responsible for thorough cleanup of common areas, sidewalks and streets.
3. Owner is required to pay for and repair any and all damage to the common areas as a result of construction or contractor negligence.
4. Owner agrees to adhere to all applicable state and county building codes and to obtain all necessary permits. Owner understands that ARC approval, if given, will not relieve the owner of such compliance and permit requirements.
5. Owner agrees to abide by the decision and terms and conditions of the ARC, or in the case of an appeal, the Board of Directors.
6. If the modification is not approved, or does not comply, the owner may be subject to court action by the Homeowners' Association and shall be responsible for all reasonable attorney's fees, costs and expenses in connection with such litigation.
7. Owner agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs.
8. Applications from tenants **will not** be accepted without the written consent and signature by owner on the submittal.

This Waiver of Liability is hereby signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

. WITNESSES:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

# Specifications Form

This must be submitted with your plans for Architectural Review.

**All Colors and Material listed must include the make, skew, and name of products.**

**\*Please provide pictures of the materials submitted to display color palette\***

\*If you are submitting for a modification- complete only the components for which the modification is being requested\*

**Owner/Builder Name:**

**Lot and Block:**

**Address:**

**Square Feet:**

**Color & Materials:**

Siding Material:

Siding Color:

Accent Color (Gables):

Fascia Material:

Fascia Color:

Soffit Material:

Soffit Color:

Corner Trim Material: Corner

Trim Color: Gutter/Downspout

Color: Window Color &

Manufacturer:

Exterior Door Color & Manufacturer:

Drip edge color:

Roofing Material & Manufacturer:

Roofing Color:

Garage Door Color & Manufacturer:

**Decking-**

Materials:

Color: