



New Construction Application

New construction Change order

The Meadow Lake community is pleased to work with you as you begin your project as owner or builder. Members of the homeowners' association are proud of their community and have set high standards for new construction and renovation projects. Detailed building requirements and standards are posted on the website and available in the HOA office. Please don't hesitate to contact us with your questions or concerns.

Download this New Construction Form and submit it with Materials Display Board to the HOA office for approval from the ARB.

Owner name	
Building Address	Lot
Homeowner Information:	Contractor Information:
Name	Name
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
E-mail	E-mail
Project Manager*	Phone
Anticipated Start Date	Anticipated Completion Date
Brief Description of New Construction or Change Order	
Owner Signature	Submittal Date

*One person (Project Manager) must be designated by the owner to represent the project. This person is hereby authorized by the owner to represent the owner's interest before the ARB.

The ARB meets on the first and third Tuesday of each month. To be placed on the agenda, your submittal must be received by 4:00 PM on the Thursday preceding the meeting. If you have questions regarding this process, please call MLHOA General Manager at 406-897-2765 or hoamanager@ml-hoa.com.

The ARB reviews construction plans and home sites for compliance with the Meadow Lake Covenants and Standards. It does not review plans or sites for structural integrity, safety, workmanship or financial return.

Find the Meadow Lake HOA Community Building Standards with the list of construction regulations at www.ml-hoa.com/building-standards/



New Construction - Review Checklist

Owner
Contractor
Manager

Section #	Paragraph		YES	NO	ARB
					NOTES
II	2.1	Application for Design Review form			
II	3.2.1	\$500 ARB Review Fee			
	Appx B.1.3	Site Plan <i>Provide Digital PDF files</i>			
II	3.1.3	a) Topographical Survey (if needed)			
III	1.1	b) Site Coverage			
III	1.1	c) Site Use Calculations displayed			
III	1.2	d) Building locations			
III	Appx B.1.3.2	e) North Arrow			
III	Appx B.1.3.6	f) Building envelope			
III	1.2	g) Required Setbacks			
III	1.3	h) Driveway and sidewalks			
III	1.3.1	i) Parking area			
III	2.13	j) Location Lot #, Address			
III	2.7	k) Exterior lights on building			
III	2.8; 2.9	l) Utility and meter locations			
	Appx B.3	Architectural Plans <i>Provide Digital PDF files</i>			
III	1.1	a) Dimensional floor plans			
III	2.1	b) All building elevations with heights			
III	2.2	c) Roof Plan			
III	2.6	d) Foundation Plan			
	Appx B.2	Landscape Plan <i>Provide Digital PDF files</i>			
III	1.4; 3.5	a) Existing & Post Construction grades/drainage with Gutters			
III	2.7	b) Landscape lighting			
III	3.1	c) Landscape Plan			
III	3.6	d) Retaining walls			
	Appx B.2.7	e) Type, Number, and Size of plants			
	Appx B.4	Exterior Materials Display Board			
III	2.3 & 2.4	a) Siding			
III	2.3 & 2.4	b) Trim, soffit, and fascia			
III	2.3 & 2.4	c) Accessory material i.e. rock			
III	2.3 & 2.4	d) Deck and railing			
II	8	On Site Review			
II	8.1.1	a) String Line - property boundaries			
II	8.1.2	b) String line - house and driveway location			
II	8.1.3	c) Mark all trees outside of house/drive footprint			
II	8.1.4	d) Stake identifying first floor grade height			
II	3.2	Fees and Deposits paid			
II	3.2.2	\$1,500 Road Protection Deposit			
II	3.2.3; 3.2.3.1	\$10,000 Completion/Compliance Deposit			
II	9.4.3	HOA dues and fines are paid			