

**Mountain Ranch Estates Homeowners Association**  
**Architectural Review Committee ("ARC")**  
**5705 Aidan Court**  
**Park City, UT 84098**  
[mountainranchestatesHOA@seatoski.com](mailto:mountainranchestatesHOA@seatoski.com)

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

Mountain Ranch Estates Owner:

In order to help you through the architectural review process, the Mountain Ranch Estates ARC has consolidated the submittal requirements into the following:

- A. If a preliminary Design Review is requested by the homeowner, a \$300 fee must be paid at the time of the on-site meeting. Any fees not used during this preliminary process will be returned to the homeowner.
- B. Application form including the Architectural Review Fee for new construction (\$1000), remodels or additions (\$500), and landscaping projects with trees or full yard (\$200). Any fees not used during the process will be returned to the homeowner.
- C. The Construction Completion Deposit for new construction (\$10,000), exterior remodels (\$2,500), and landscaping projects (\$500) due prior to construction beginning
- D. Architectural Review Committee Checklist
- E. Architectural Review Materials, Color Table, and samples if necessary
- F. Lot Survey with VISIBLE stakes at the corners of the lot located 3-4 feet above grade (or snow line) with visible flags in red/yellow/orange

All above requirements must be completed and delivered together to the ARC, and the Architectural Review fee must be paid in order for the submittal to be complete. Within 45 days of this complete submittal consisting of the items listed above, the ARC will make an initial determination whether or not the plans submitted are complete and comply with the conditions imposed by the MRE CC&Rs and ARC rules. If not, the plans will be rejected with an explanation by the Committee as to why the plans are not complete (i.e., need additional material samples) or do not comply. You may desire to submit preliminary plans for review. When you are nearing completion of your home design, you should contact the ARC administrator, Marc Davis, at 435.940.1020. We would like to move through the ARC process as quickly as possible so communication with us is of the utmost importance.

Sincerely,

Architectural Review Committee  
Mountain Ranch Estates Home Owners Association

**Mountain Ranch Estates Architectural Review Committee**  
**ARC Application Form**  
[mountainranchestatesHOA@seatoski.com](mailto:mountainranchestatesHOA@seatoski.com)

LOT NUMBER: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ OWNER NAME: \_\_\_\_\_

OWNER PHONE#: \_\_\_\_\_ OWNER NAME: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_ OWNER EMAIL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ MRE LOT #: \_\_\_\_\_

LEGAL ADDRESS FOR NOTIFICATION: \_\_\_\_\_

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1. We agree to be bound and comply with all the requirements of the CC&Rs, especially as related to the construction of improvements on lots in Mountain Ranch Estates as shown **in the MRE CC&Rs 3.2 and ARC rules**. If you are unable to comply with specific aspects of the Construction Covenants, you must submit a request for a waiver of the specific items for which you feel you are unable to comply. This waiver is not guaranteed but the ARC will take your request into consideration. Please ask Marc Davis for the Waiver Request form.

OWNER'S NAME: \_\_\_\_\_ OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE(S): \_\_\_\_\_ OWNER'S SIGNATURE(S): \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDER'S NAME: \_\_\_\_\_ CONTRACTOR'S LICENSE #: \_\_\_\_\_

BUILDER'S SIGNATURE: \_\_\_\_\_ BUILDER'S PHONE (Office): \_\_\_\_\_

DATE: \_\_\_\_\_ BUILDER'S PHONE (Cell): \_\_\_\_\_

2. Insurance Certificates shall be provided naming the following entities as additional named insureds.  
Mountain Ranch Estates Homeowners Association and the MRE HOA Architectural Review Committee 5705 Aidan Court Park City, UT 84098

3. This completed form, along with
  - a. \_\_\_\_\_ The MRE HOA ARC Checklist
  - b. \_\_\_\_\_ The ARC Materials and Color Table (and samples if applicable)
  - c. \_\_\_\_\_ Hard copy house plans of 1/4" to 1' and a site plan 1" to 10" along with digital files
  - d. \_\_\_\_\_ Lot Survey complete with VISIBLE stakes at the corners of the lot located 3-4 feet above grade (or snow line) with visible flags in red/yellow/orange.
  
4. We agree to seek re-approval if any of the approvals granted by the ARC are changed by Summit County or any other party prior to proceeding with changes.

OWNER'S NAME: \_\_\_\_\_ OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE(S): \_\_\_\_\_ OWNER'S SIGNATURE(S): \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDER'S NAME: \_\_\_\_\_ BUILDER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

5. Architectural Review Fee. The fee depends on the level of review required and is as follows: (PLEASE CHECK THE APPROPRIATE FEE)

- \_\_\_\_\_ New Home Design Review: \$1000
- \_\_\_\_\_ Any Review of Plans to Increase footprint of existing house: \$500
- \_\_\_\_\_ Exterior changes where there is no increase in footprint such as changing colors, adding windows or deck: NO FEE
- \_\_\_\_\_ Landscaping changes that include planting or replacing trees: \$200
- \_\_\_\_\_ Landscaping changes that do not include any trees: no fee

The check should be made payable to: Mountain Ranch Estates HOA.

Fee Received on: \_\_\_\_\_ (Date)

6. Construction Completion Deposit. For new home construction (\$10,000), remodels (\$2,500), and landscaping projects (\$500) check should be payable to Mountain Ranch Estates HOA. This deposit will be refunded upon completion of all improvements, including landscaping, and shall be delivered to the HOA before construction begins. If any open space or surrounding properties or communal land have been damaged, such deposit shall be held until all repairs have been made to the satisfaction of the ARC. The owner must comply with the **Construction Covenants stated in the CC&R's 3.3 and 3.5 and ARC rules** during construction in order to receive the full construction completion deposit. The owner will be notified of any non-compliance and given 7 days to remedy

the issue. The deposit shall be refunded to the entity or individual having made the original deposit unless assigned in writing by the entity or individual to a third party. The owner will forfeit the construction deposit if it is not requested for return within one year of the work's completion. Other penalties may apply if the construction requirements are not met or the house built is other than as approved.

OWNER'S NAME: \_\_\_\_\_ OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_ OWNER'S SIGNATURE(S): \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Mountain Ranch Estates' Architectural Committee Checklist  
Remodels and New Homes**

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

LOT NUMBER: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ OWNER NAME: \_\_\_\_\_

OWNER PHONE#: \_\_\_\_\_ OWNER PHONE #: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_ OWNER EMAIL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ MRE LOT #: \_\_\_\_\_

Please provide the requested information below concerning the submitted house plans.

Dwelling Size [ARC rules page 2]

Construction Style: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Total Square Footage of main floor: \_\_\_\_\_

Square Footage of each additional level(s) (please notate if basement): \_\_\_\_\_

- a. All horizontal wall elevations and vertical wall elevations on two-level structures are broken up with architectural elements and physical breaks in the facade. In no case shall a vertical wall extend without setback or variation more than the height of two stories above existing grade or more than 25 feet in width. [ARC rules page 2 dwelling size part c]

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. All roof heights and designs minimize view blockage, to the extent possible, from adjacent properties and properties on the opposite side of the street or open space [ARC rules page 2 dwelling size part d]

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Dwelling Setback and Placement [ARC rules pages 2 and 3 Dwelling Placement and Setback]

- a. All portions of the dwelling unit are within the minimum front, rear, and side yard setbacks as shown on the plat or as required by Summit County.

Yes \_\_\_\_\_ No \_\_\_\_\_

- b. Neighbors' views must be taken into consideration with the predominant view of the Canyons and the corresponding ridgeline. Was this considered?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Dwelling Height** [ARC rules page 3 and Summit County reference] All roof heights are less than or equal to 32 feet measured at the natural grade prior to construction to the top of the ridgeline of the roof.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Roof Design** [ARC rules page 3]

- a. All roof pitches are within a range of a 5/12 to 7/12 slope

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. There is no more than one roof pitch used on the dwelling

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- c. All overhangs (eaves and roofs) are at least 18 inches measured from the finished exterior wall or post to the nearest point of the lower edge of the finished fascial

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- d. The roof is either fire-retardant medium or heavy shake shingles or fire-retardant architectural-grade asphalt shingles.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- e. All fascia boards are at least 12 inches in width

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- f. All roof metal, such as flashing, vent stacks, gutters, and chimney caps, is made of Anodized aluminum or galvanized metal painted to match the adjoining roof color

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Siding Materials** [ARC rules page 3]

- a. All exterior walls' surface materials are either cedar siding, redwood siding, stone, wood shingles, or stucco without "Tudor" wood breaks (please submit color and material sample)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. No more than 25% of the exterior wall surface is stucco

Verified: \_\_\_\_\_

- c. Ensure that there are no more than two separate exterior wall materials on any wall surface and no more than three exterior wall materials on the home

Verified: \_\_\_\_\_

- d. All exterior wall colors (including fascia and trim) are of an earth tone, whether in the natural color or patina of the weathered color of the wall surface itself or the color of the stain or other coating (please submit color sample with plans)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Windows** [ARC rules page 4]

- a. All windows are wood, bronze-tone colored aluminum clad wood, or vinyl clad wood

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. All windows are at least double-glazed

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- c. Any trapezoidal windows follow the shape of the walls or roof(s) surrounding them, with the top parallel to the above roof, and the bottom horizontal or parallel to a roof structure below it

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- d. No windows are mirrored or reflective glass

Verified: \_\_\_\_\_

- e. No double-hung windows

Verified: \_\_\_\_\_

**Chimneys and Vents** [ARC Rules page 4]

- a. All chimneys are enclosed in an approved siding material and of identical design

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. All vent stacks are combined to the extent possible to minimize the number of roof penetrations, and generally not visible from the street

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Lighting** [ARC Rules page 5]

- a. All exterior lights are designed to aim downward and limit the field of lights to the confines lot on which it is installed (please include a picture of the exterior lights to be and specify the wattage of the light bulb used)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Balconies and Decks** [ARC rules page 5]

- a. The undersides of any decks planned to be more than 24 inches above the ground are either landscaped or screened from view so that the view from the adjoining lots or streets is not of the unfinished underside of the deck

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. The undersides of any decks planned to be more than three (3) feet above grade are completely screened with vertical lattice or siding, or, if exposed (as in the case of a second-story deck or balcony), finished and painted or stained to match the house

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- c. All railings must have at least two horizontal members

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- d. All posts or pillars supporting any deck must be between eight (8) and sixteen (16) inches in width, including vertical members in railings

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Garage Doors** [ARC rules page 4]

- a. All garage doors are the likeness and appearance of wood, of earth tone colors that complement the siding colors selected

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. All garage doors must be high quality decorative/designer wood doors - flat wood garage doors with no design or offset are prohibited

Verified: \_\_\_\_\_

**Driveway Access** [ARC Rules page 10]

- a. Driveways shall be wide enough to permit two cars to be parked side by side in front of the garage entrance

Verified: \_\_\_\_\_

**Fences** [CC&R reference 3.2.5 d and ARC Rules page 9]

- a. The fence is limited to the side yard and rear yard of the lots. The fence only extends as far forward on the side yard to the midpoint of the dwelling on the lot

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. Fences shall be limited to a four-foot-high, uniform, natural earth tone colored post and rail wood fence with 2 or 3 rails which may be supplemented with a light wire mesh

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Landscaping** [ARC rules page 8 and 9]

- a. All existing landscaping will be brought back to the same condition as before the remodel

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. Following completion of remodel or build, a new landscaping plan must be submitted for ARC review prior to commencing the landscaping

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- c. All plants being installed are on the approved planting list - drought-tolerant plants

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- d. All landscaping must be completed by the end of the summer following any remodel or new home build completion

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Retaining Walls [CC&R 3.2.5 e]**

Retaining walls which exceed four (4) feet in height shall be stepped to form terraces, the visual impact of which can be mitigated with landscaping, and shall be constructed of natural materials consistent with the character of the other Improvements to the Lot.

- a. Will there be structural retaining walls in order to build a driveway or a house?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- b. Will there be landscaping and retaining walls installed at a later date?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

- c. Summit County requires retaining walls above 4 feet to be certified by a structural engineer. Will you have walls that will require this additional engineering?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

**Material color board and color sheet**

A color board has been provided with color samples for all exterior materials to be used including the following (unless all exterior colors will match existing colors of the home): roof, windows, wall material, deck railing, trim, front doors, and garage doors.

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

The information provided above is correct to the best of my knowledge. If any changes are made to the provided items, we will provide new information for review before proceeding. I understand that the items covered by this checklist are not all-inclusive and that I must abide by ALL CCRS and ARC Rules throughout the construction process. I have read and agree to abide by the CCRs and ARC Rules.

OWNER'S NAME: \_\_\_\_\_ OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_ OWNER'S SIGNATURE(S): \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Materials and Color Sample Table**

DATE: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ OWNER NAME: \_\_\_\_\_

OWNER PHONE#: \_\_\_\_\_ OWNER PHONE#: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_ OWNER EMAIL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ MRE LOT #: \_\_\_\_\_

LEGAL ADDRESS FOR NOTIFICATION: \_\_\_\_\_

BUILDER'S NAME: \_\_\_\_\_ BUILDER'S PHONE (Office): \_\_\_\_\_

Please select:

\_\_\_\_\_ All exterior changes will match existing home color and materials

\_\_\_\_\_ All exterior changes in materials or colors are noted below and appropriate samples provided

	Material Type/Style	Material Manufacturer	Color Choice
Windows	_____	_____	_____
Window Trim	_____	_____	_____
Fascia	_____	_____	_____
Roofing	_____	_____	_____
Front Door	_____	_____	_____
Garage Door	_____	_____	_____

Exterior Walls (1)	_____	_____	_____
Exterior Walls (2)	_____	_____	_____
Exterior Walls (3)	_____	_____	_____
Exterior Lighting	_____	_____	_____
Deck Railings	_____	_____	_____
Retaining Walls - structural	_____	_____	_____
Retaining Walls - landscaping	_____	_____	_____