

# *The Meadows at Melody Ranch*

---

*PO Box 4337  
Jackson, WY 83001  
(307) 733-0205  
FAX (307) 733-9033*

## **LOT OWNER / BUILDER INFORMATION**

### **Power and Gas**

- ◆ Each lot has its own transformer and service. Lower Valley Energy will bill monthly for this service.
- ◆ Natural gas service is available to each lot. After an application is filed, Lower Valley Energy will extend the service to your building.

### **Procedure for Receiving Building Permit**

- ◆ Set up an appointment with a Melody Ranch HOA representative to discuss questions and plans.
- ◆ Bring three full sets of plans, site plan, exterior lighting plan, detailed landscape and irrigation plans and the necessary application sheets to Grand Teton Property Management (610 W. Broadway Ste. 203) to be reviewed by the Architectural Review Committee. Allow thirty (30) days for the review of the plans. Applications are available on line at [www.melodyranchhoa.com](http://www.melodyranchhoa.com). The Committee meets on the 2nd Thursday of each month. All plans must be submitted three (3) days prior to the meeting. If submittals are not complete (i.e. missing samples, colors, information, etc.) they will be returned and will have to be resubmitted for the next meeting.
- ◆ If revisions are necessary, three copies of the revised drawings will be required.
- ◆ Before any changes are made to approved plans for houses under construction, a new full set of plans must be submitted to the Architectural Review Committee for review and approval. Absolutely no changes are to be started or made before the Committee gives approval. The same schedule noted above will apply.
- ◆ Required Fees (a separate check for each):

Architectural Review Fee:	\$1.00 per 10 sq ft of habitable space (payable to Melody Ranch Homeowners' Association)
Water Connection Fee:	\$900.00 (payable to Melody Ranch Meter Account)
Damage/Landscape Deposit:	\$1,000.00 (payable to Melody Ranch Landscape Reserve)

- ◆ When the drawings and application are approved by the Architectural Review Committee, the Melody Ranch BOD stamp will be attached and the plans can be delivered to the Teton County Planning Department. The County will require the Sewer Connection fee to be paid before they will issue a Building Permit. When the Planning Department notifies you that a

Building Permit has been issued, you may pick up your plans from their office. **ONLY THEN MAY EXCAVATION START!!**

**Building**

- ◆ Elevation of road and site is to be determined by owner.
- ◆ Water valve fittings are 1 1/8" and can be purchased from Wyoming Mechanical or JB Mechanical.
- ◆ A driveway base for site access must be completed prior to initiation of any other construction activities on any lot. The minimum requirement for the driveway base is 12" of pit run and 4" of 3/4 minimum crushed gravel. After completion of the driveway base, all vehicles shall use the driveway as the sole means of access to the lot from adjoining streets.

**Miscellaneous**

- ◆ All construction material and all cars used by workers must be parked on the lot (not in the street.)
- ◆ A construction dumpster is required at all building sites. All debris must be kept in the dumpster to prevent blowing onto adjoining property. The dumpster is to be emptied on a regular basis. Also, **burning is not permitted on any lot!**

**Dogs**

**ABSOLUTELY NO DOGS ARE ALLOWED ON THE CONSTRUCTION SITE. Please insure that all employees and sub-contractors to not bring their dogs to the job site. Fines will be levied for non-compliance to this requirement.**

The preceding information is an outline only and is presented for your convenience. Information is subject to change and/or clarification. Please contact Melody Ranch HOA for further, more detailed information at (307) 733-0205 and consult the Melody Ranch CC & Rs and Design Guidelines for detailed requirements.

[builder information]

Initial \_\_\_\_\_