

**ARCHITECTURAL REVIEW COMMITTEE  
 BUILDING PLANS SUBMISSION CHECKLIST**

Lot # \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**(Plans will not be accepted unless ALL information below is complete)**

**ITEM**

**HOMEOWNER**

**ARC**

**MATERIALS:** (You **MUST** provide all samples with chosen colors applied)

Siding	_____	_____
Trim	_____	_____
Fascia	_____	_____
Windows	_____	_____
Garage Door	_____	_____
Exterior Doors	_____	_____
Roofing	_____	_____

**BLUE PRINTS:**

3 sets of plans (1/4" = 1' scale on **ALL** plans)

Site plan with Setbacks\* to scale \_\_\_\_\_

\*=see "Setback Standards" in the 'Design Guidelines for your lot's minimum setbacks

**ALL** major and minor Roof Pitches\* **shown** \_\_\_\_\_

\*=minimum major roof pitch allowed is 6/12

**ALL** major & minor overhangs\* to scale & **shown** \_\_\_\_\_

\*=major overhangs must be a minimum of 24"

**ALL** building Heights\* shown to scale \_\_\_\_\_

\*=see "Building Height" in the Design Guidelines for your lot's maximum building height

**ALL** grades and elevations including: existing and finished grades\*, exposed foundation\*, bottom of siding, top of roof \_\_\_\_\_

\*=the top of the stem wall cannot be more than 6" above the crown of the road at the midpoint of your lot.

\*=existing grade to finished grade cannot exceed 2', exposed foundation cannot exceed 8" above finished grade

EXTERIOR lighting plan & detail of exterior lights \_\_\_\_\_

\*=Teton Co. regulations require lighting be opaque in nature and/or be downward facing

**LANDSCAPING AND SPRINKLER SYSTEM:**

3 sets of Landscaping plans \_\_\_\_\_

Sprinkler system plan shown \_\_\_\_\_

Landscape Review Checklist completed \_\_\_\_\_

**FEES TO BE PAID AT THE TIME OF SUBMISSION:**

Architectural Review Fee

\$500 Flat Fee For Whole House Review. Additions/ remodels or \$300 Flat Fee. \$20 for fences, patios, etc \_\_\_\_\_

Water Connection Fee \$900.00 \_\_\_\_\_

Construction Damage/Landscape Completion Deposit \$1,000.00 or \$2,500\*\* \_\_\_\_\_

**(Please write 3 separate checks for these fees payable to "Melody Ranch")**

**\*\*Construction Damage/Landscaping Completion Deposit.** Because construction activities can cause damage to subdivision roads and landscaping, a refundable damage deposit of one thousand dollars (\$1,000.00) for homeowners, and a damage deposit of two thousand five hundred dollars (\$2,500.00) for owners/contractors constructing a "spec" home, are required prior to the issuance of a building permit by the Architectural Review Committee. The deposit does not limit the lot owner's/contractor's liability; all costs incurred to repair damage off site of the owner's/contractor's building envelope are the responsibility of the lot owner/contractor.

Initial \_\_\_\_\_

*The Meadows of Melody Ranch*

Architectural Review & Approval Checklist

Please fill in all information:

LOT OWNER(S): \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_ STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ PHONE (CELL): \_\_\_\_\_

**Design Character**

Describe: \_\_\_\_\_

**Exterior Materials:**

Walls: \_\_\_\_\_

Color: \_\_\_\_\_

Trim: \_\_\_\_\_

Color: \_\_\_\_\_

Fascia: \_\_\_\_\_

Color: \_\_\_\_\_

Roofing: \_\_\_\_\_

Color: \_\_\_\_\_

Exterior Doors: \_\_\_\_\_

Color: \_\_\_\_\_

Garage Door: \_\_\_\_\_

Color: \_\_\_\_\_

Windows: \_\_\_\_\_

Color: \_\_\_\_\_

**(Please submit all material samples with colors applied.)**

**Building Design**

Lot Area: \_\_\_\_\_ Acres  
\_\_\_\_\_ Square Feet

Floor Area: \_\_\_\_\_ 1st Floor  
\_\_\_\_\_ 2nd Floor  
\_\_\_\_\_ Garage

Building Height & Ridge: \_\_\_\_\_

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*The Meadows of Melody Ranch*

Architectural Review & Approval Checklist

Length of Exterior Walls: \_\_\_\_\_

(No single exterior plane wall shall exceed thirty (30) feet in length with the exception of a garage door wall that shall not exceed thirty-six (36) feet in length. Wall offsets must be a minimum of four (4) feet or consist of an architectural break approved by the Architectural Review Committee.)

Length of Exterior Walls over 10 ft. in height: \_\_\_\_\_

(No more than thirty percent (30%) of the total exterior wall length shall exceed a wall height of ten (10) feet, measured from finished grade to fascia.)

Roof Pitch: \_\_\_\_\_

Length of Major Overhangs: \_\_\_\_\_

Length of Minor Overhangs: \_\_\_\_\_

**Site Design**

Building Set Backs: Front Yard: \_\_\_\_\_

Rear Yard: \_\_\_\_\_

Side Yard: \_\_\_\_\_

Site Coverage: \_\_\_\_\_

Foot Print of House, Garage and Accessory Buildings

Impervious Surface Area: \_\_\_\_\_

Foot Print of House, Garage, Accessory Buildings, Driveway, Walkways and Terraces. (Do not include above grade decks with spaced decking.)

Parking Spaces: Number of Covered: \_\_\_\_\_

Number of Open: \_\_\_\_\_

Submitted by:  
\_\_\_\_\_  
Owner's Signature

Approved by:  
\_\_\_\_\_  
The Meadows of Melody Ranch  
Architectural Review Committee

**FEES REQUIRED:**

**Architectural Review Fee:**

\$500 for whole house, \$300 for additions/ remodels, \$20 for fences, patios, etc

**Water Connection Fee: \$900.00**

**Damage Deposit: \$1,000.00 (Homeowner) or \$2,500 (Owner/Contractor constructing a "spec" home)**  
**(Refundable upon completion of Landscaping)**

**A sewer connection fee is required by Teton County at the time plans are submitted to them for approval. Please contact Teton County for amount.**

Initial \_\_\_\_\_

# *The Meadows of Melody Ranch*

## Architectural Review & Approval Checklist

### Compliance with CC & Rs

Lot owners are required to comply with the CC & Rs and are required to ensure that their General Contractor/Builder guarantees that employees and sub-contractors follow the CC & Rs at all times. If the CC & Rs are not followed, the lot owner will be subject to fines.

We would like to highlight a few especially important CC & Rs listed below; however, lot owners are required to provide a copy of the CC & Rs to your general contractor/builder for their complete understanding of all the rules.

- **Absolutely no dogs are allowed on the construction site. Dogs are not even allowed to visit the site or be left inside vehicles. The Board of Directors has the authority to issue the homeowner with a \$250 fine for the first offense and a \$500 fine for the second offense. Please make certain that all employees and sub-contractors leave their dogs at home.**
- **The maximum speed permitted is 15 mph.**
- **All construction vehicles must be parked on the lot – not on the street or adjacent lots.**
- **All construction material must be stored on the lot – not on the street or adjacent lots.**
- **A construction dumpster is required on 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. Construction sites must be kept neat and tidy.**
- **Burning is not permitted on any lot within the Melody Ranch subdivision.**
- **All existing paved road areas contiguous to construction sites must be kept clear of mud, rocks, and other debris during the construction of all improvements.**
- **To avoid damaging irrigation heads during construction, please do not go on open space with any equipment or vehicles. Any irrigation heads damaged on open space adjacent to the lot will be the lot owner’s financial responsibility to fix.**
- **All exterior improvements covered by the specifications contained in the application for Building Permit issued must be completed within eighteen (18) months of issuance of Building Permit. All items not completed within the above timeframe must be resubmitted to the Architectural Committee for approval.**
- **All construction activity within Melody Ranch Subdivision shall be limited to the hours between 7:00 a.m. and 7:00 p.m.**

A copy of the CC & Rs and the LOT OWNER/BUILDER INFORMATION has been given to the general contractor/builder. The GENERAL CONTRACTOR/BUILDER INFORMATION SHEET along with the NO DOG POLICY AGREEMENT have been signed and completed by the general contractor/builder.

\_\_\_\_\_  
Signature of Lot Owner

\_\_\_\_\_  
Date

Initial\_\_\_\_\_

**GENERAL CONTRACTOR/BUILDER INFORMATION SHEET**

*To be completed by the General Contractor/Builder only*

Company name: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Jobsite Street Address: \_\_\_\_\_  
Lot Owners: \_\_\_\_\_

General Contractor/Foreman: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Vehicle Make & Year: \_\_\_\_\_  
Vehicle License Plate #: \_\_\_\_\_

Primary Sub-Contractors:

Sub-Contractor: \_\_\_\_\_ Job: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Vehicle Make & Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Sub-Contractor: \_\_\_\_\_ Job: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Vehicle Make & Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Sub-Contractor: \_\_\_\_\_ Job: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Vehicle Make & Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

I, \_\_\_\_\_ (Name of General Contractor/Builder) have been provided with a copy of the Melody Ranch's CC & Rs by the lot owners. I understand that I am required to comply with the CC & Rs and the LOT OWNER/BUILDER INFORMATION and am required to ensure that my employees and my sub-contractors follow these documents at all times. If the CC & Rs and the LOT OWNER/BUILDER INFORMATION are not followed, the lot owner will be subject to fines and I may lose my future privileges to work within the Meadows at the Melody Ranch Subdivision.

\_\_\_\_\_  
Signature of General Contractor/Builder

\_\_\_\_\_  
Dated

## **PREVENTING SEWER BLOCKAGES**

The sewer lift station in Melody Ranch has been experiencing a series of costly blockages in the sewage lift pumps. The blockages have been caused by someone disposing of heavy duty cleaning towels and cloth towels in the sewer system. The towels get wound in the pumps and the pumps are not able to run. There is also a risk of sewage backing up in the system and into the homes. It is costly to have a maintenance crew come and pull the pumps and clear these blockages. Please provide garbage cans for construction crews and do not allow anything at all to be flushed down the toilets or drains during construction or clean up.

If a sewer blockage occurs and the cause is traced directly to a home, the homeowner will be financially responsible for all costs associated with the clearing of the sewer blockage.

**Your signature(s) below indicate that you agree to accept and abide by the above policy.**

\_\_\_\_\_  
General Contractor/Builder

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Lot Owner

\_\_\_\_\_  
Dated

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

**NO DOG POLICY AGREEMENT**

*Between Melody Ranch Homeowners' Association, General Contractors/Builders and Lot Owners*

The Meadows of Melody Ranch has a strict policy that no dogs are allowed to be on site during any phase of construction. The owner of the lot will abide by this rule and will ensure that all construction crews also closely follow this rule. Only after the owner has received an occupancy permit from Teton County and there is a secure area to keep pets restrained, will pets be allowed.

**Absolutely no dogs are allowed on the construction site. Dogs are not even allowed to visit the site or be left inside vehicles. The Board of Directors has the authority to issue the homeowner with a \$250 fine for the first offense and a \$500 fine for the second offense. Please make certain that all employees and sub-contractors leave their dogs at home.**

You are required to abide by the following steps and any other necessary steps to ensure that employees, sub-contractors or any others affiliated with the building of the house and the landscaping do not bring dogs to the jobsite, this includes not leaving dogs in vehicles:

1. Signs will be posted on the job trailer and at your building sites, stating that dogs are not permitted during the building process even if left in cars.
2. Each morning employee, sub-contractors, or any others affiliated with the building of the house and landscaping will be told the same and advised that they must take their pet home if they wish to work that day.
3. Lot owners also will not bring dogs to the jobsite.
4. The Melody Ranch Homeowners' Association office will be contacted whenever a neighborhood dog visits the site so that it is understood that the dog does not belong to anyone associated with the jobsite.

**Your signature(s) below indicate that you agree to accept and abide by the above dog and fine policy.**

\_\_\_\_\_ Dated  
General Contractor/Builder

\_\_\_\_\_ Dated  
Lot Owner

*The Meadows of Melody Ranch*

Architectural Review & Approval Checklist

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**THE MEADOWS OF MELODY RANCH  
HOMEOWNERS' ASSOCIATION**

**MONTHLY FEES**

**Lot owners without house**

Homeowners dues \$70.00

**Lot owners with house**

Homeowners Dues \$70.00  
Water Charges \$5.00 monthly base fee, then by usage Tier  
(Tier 1: \$2.10 per 1,000 gals. Up to 60,000 gals.)  
(Tier 2: \$3.00 per 1,000 gals. Above 60,000 gals.)  
Sewer Charges by usage (Town of Jackson)

**Architectural Review Processing Schedule**

Initial Submittal: \_\_\_\_\_

Architectural Committee Response: \_\_\_\_\_

Corrected Drawings Received: \_\_\_\_\_

Approval Granted: \_\_\_\_\_

Forward Approval to Planning Dept.: \_\_\_\_\_

Copy of Teton County Building Permit Received: \_\_\_\_\_

Approval Granted to Proceed with Construction: \_\_\_\_\_



*The Meadows of 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 Melody Ranch HOA to be reviewed by the Architectural Review Committee. Allow thirty (30) days for the review of the plans. Applications are available on the website [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, by noon on Monday prior. 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 approve 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 payable to Melody Ranch):

Architectural Review Fee:  
 \$500 for Whole House Review, \$300 for additions/ remodels, \$20 for fences, patios, etc  
 Water Connection Fee:                 \$900.00  
 Damage/Landscape Deposit:         \$1,000.00 or \$2,500\*

*\*\*Construction Damage/Landscaping CompletionDeposit. Because construction activities can cause damage to subdivision roads and landscaping, a refundable damage deposit of one thousand dollars (\$1,000.00) for homeowners, and a damage deposit of two thousand five hundred dollars (\$2,500.00) for owners/contractors constructing a "spec" home, are required prior to the issuance of a building permit by the Architectural Review Committee. The deposit does not limit the lot owner's/contractor's liability; all costs incurred to repair damage off site of the owner's/contractor's building envelope are the responsibility of the lot owner/contractor.*

- ◆ When the drawings and application are approved by the Architectural Review Committee, the Melody Ranch HOA 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 can be purchased from Wyoming Mechanical or JB Mechanical.
- ◆ When connecting to the main water line, dig down, remove temporary poly pipe and connect directly to the fitting. If you should have questions, please contact the office 733-0205.
- ◆ 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.
- ◆ Dirt piles or excavation residues must be kept moist or covered to prevent dust clouds during windy conditions.
- ◆ No grading spoils or dirt piles may remain on site in excess of 18" above grade when framing is completed.
- ◆ Grading spoils or dirt piles cannot be higher than 4' at any time.

## **Water Meter Installation**

Water meter must be placed within six (6) feet of the service line coming out of stem wall, fully visible, and properly secured with no tie-ins before the meter.

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 \_\_\_\_\_

## *The Meadows of Melody Ranch*

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

Re: Utility Connections

To all lot developers,

The following is a list of contacts for utility connections in The Meadows at Melody Ranch subdivision. Each homeowner will need to contact each utility provider for instructions on their utility connections.

1. **Water** – contact Grand Teton Property Management @ 733-0205 to obtain a water meter, water connection verification, and turn-ons. Please submit water meter request by 12pm Wednesday. You may pick up water meter on the following Friday. Please contact the office one day in advance to have your water turned on or off.
2. **Sewer** – Contact Kelly Bowlin with Town of Jackson @ 733-0520 – need to have a check made payable to “Town of Jackson” in the amount of \$1,858 (price subject to change, please check with the Town of Jackson), your lot#, your warranty deed, and your physical address, which you can get from Teton County or from the Melody Ranch Development office.
3. **Gas/Electric** – Contact Jan Woodmency with Lower Valley P&L @ 733-2446
4. **Cable TV** – Contact Bresnan Communications (formerly AT&T Broadband) @ 733-6030

Thank you for your cooperation,

The Meadows of Melody Ranch Homeowners’ Association

