

# **SADDLE MOUNTAIN SERVICE CORPORATION**

## **BUILDING\* SUBMITTAL CHECKLIST**

PLEASE NOTE: INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED AND WILL BE RETURNED FOR COMPLETION, DELAYING THE REVIEW PROCESS.

### **PLEASE READ CHECKLIST CAREFULLY**

Below is a list of items which are required to accompany any building application submitted to the SMSC Board of Directors for review.

1. **Building Request Application**
  - Complete homeowner information (name, address, telephone, email)
  - Approximate start and completion dates
  - Project Being Submitted
  - Homeowner's signature(s), actual or digital
  
2. **Signed Impacted Neighbor Statement** - The Impacted Neighbor Statement is intended to make neighbors aware of any improvement that may impact their property. It is intended for advisory use only. "Impacted" generally refers to immediate surrounding areas affected by the construction. "Facing" refers to properties most directly across the street from the proposed construction. "Rear" refers to neighbor(s) directly behind property. "Adjacent" refers to adjoining properties, or any properties that touch your property line. The Board will determine if there are other affected properties on a case by case basis. You may also identify other neighbors who might be impacted.
  
3. **Plans Showing the Work to Be Done** – Description of the project, with detailed drawings showing the height, length, width, color, and what the improvement will look like when it is completed. Include a plot plan showing the location and topographical grade elevation of the proposed dwelling and other structures on the lot. \*Building may include new construction or addition to an existing structure.
  
4. **Material Samples** – Identify the types of materials to be used, i.e., roofing, siding, colors, etc.

#### **Send application and plans to:**

Saddle Mountain Service Corporation  
Board of Directors  
919 Big Dipper Drive  
Clancy, MT 59634  
Or  
Email to [saddlemountainpresident@gmail.com](mailto:saddlemountainpresident@gmail.com)

**INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED AND WILL BE RETURNED FOR COMPLETION, DELAYING THE REVIEW PROCESS.**

# **SADDLE MOUNTAIN SERVICE CORPORATION**

## **BUILDING REQUEST APPLICATION**

Please complete and submit this Building Request Application, along with one (1) set of your proposed improvement plans to: **Saddle Mountain Service Corporation, Board of Directors, 919 Big Dipper Drive, Clancy, MT 59634** or email to [saddlemountainpresident@gmail.com](mailto:saddlemountainpresident@gmail.com).

Homeowner Name: \_\_\_\_\_

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

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

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

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

Name of Contractor (If Applicable): \_\_\_\_\_

Contractor's License # (If Contractor is used): \_\_\_\_\_

**PROJECTS BEING SUBMITTED: (Please check all appropriate items)**

\_\_\_ Garage

\_\_\_ Outbuilding

\_\_\_ Shed

\_\_\_ Painting

\_\_\_ Addition

\_\_\_ New siding

\_\_\_ Metal Roofing

\_\_\_ Other \_\_\_\_\_

**GENERAL CONSTRUCTION GUIDELINES:**

1. Proper permits must be obtained.
2. All color schemes must be of earth tone or natural color. No vivid colors permitted.
3. Project information shall include description of building materials.
4. No building shall be constructed nearer than ten (10) feet from side and rear lot lines and no closer than twenty-five (25) feet from the front property line.
5. Proper marking of underground utilities must be done prior to any excavation or digging.

Provide Impacted Neighbor Statement document along with a set of plans as described in the following section, “**CHECKLIST OF ITEMS TO BE PROVIDED:**” to all affected neighbors for their completion. Neighbors will include those identified on Page 1 in item 2.

NOTE: Refer to the Protective and Restrictive Covenants and the Building Procedures and Guidelines for the complete requirements.

**CHECKLIST OF ITEMS TO BE PROVIDED:**

1. At minimum, three (3) view plans (front view, side view, top view) with complete dimensions of proposed building or changes.
2. Measurement of structure in relation to current buildings on homeowner’s lot to include building heights.
3. Overhead view of location on the lot.
4. Topographical grade elevation information included.
5. All existing (previously installed) improvements must be shown on plans.

Any approval is limited to a determination as to quality of materials, harmony of external design with existing structures, and location with respect to topography and finish grade elevations of the structure. You must comply with all provisions of the Protective and Restrictive Covenants especially as to any height restrictions. You must comply with all county building ordinances. This project may require a building permit that you would be responsible to obtain.

It is the homeowner’s responsibility to adhere to the Protective and Restrictive Covenants, the Building Procedures and Guidelines, and any building ordinances set forth by the county.

It is the duty and responsibility of the board to check compliance with any of the covenants, conditions and restrictions or building ordinances.

If for any reason the plans do not conform to the Protective and Restrictive Covenants, building ordinances, or proper building practices and designs, the responsibility is solely that of the owner and is subject to the approval and enforcement rights set forth in the Protective and Restrictive Covenants. In approving your submission, the SMSC Board neither assumes responsibility nor liability for your compliance, nor waives its rights thereafter to enforce your compliance.

**Should you have any further questions, please contact: [Saddlemountainpresident@gmail.com](mailto:Saddlemountainpresident@gmail.com)**

You must return this signed form to the Board. By signing below, you verify you have provided a current and accurate copy of the plans to the board for their review and for the board to forward to all affected neighbors; and indemnify Saddle Mountain Services Corporation from any damage resulting from your proposed improvement.

**Acknowledged and agreed:**

\_\_\_\_\_

Date

\_\_\_\_\_

Homeowner

\_\_\_\_\_

Date

\_\_\_\_\_

Homeowner

# SADDLE MOUNTAIN SERVICE CORPORATION

## *Impacted Neighbor Statement*

I have reviewed the plans from my neighbor adjacent to or near my home and have reviewed the planned construction or installation of outbuildings on their property located at

\_\_\_\_\_.

**Neighbor location (circle one):**

Facing

Adjacent

Rear

Other

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

**Address:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

**Phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Comments:**

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

Return completed form to:

Saddle Mountain Service Corporation  
919 Big Dipper Drive  
Clancy, MT 59634

Or email to [saddlemountainpresident@gmail.com](mailto:saddlemountainpresident@gmail.com)

**Applicant: Make sufficient copies of this form for each homeowner.**