

Cathedral Mountain Ranch Association

Architectural Review Submittal Package

I. Purpose:

This document is to provide the basic documents and information needed to make a submittal to the Architectural Review Committee (ARC) for a proposed project at Cathedral Mountain Ranch. The ARC may request information not mentioned in this document, or further clarification of information submitted. The intent of the architectural review is to determine whether the proposed project complies with the intent of the Architectural/Grounds Guidelines as well as CMRA's covenants, by-laws and rules and regulations.

II. Applicable Code:

As of the date this document was created, the codes currently adopted by the state are as follows: International Residential Code, 2006 Edition; International Existing Building Code, 2006 Edition; International Mechanical Code, 2006 Edition; Uniform Plumbing Code, 2006 Edition; National Electric Code, 2005 Edition; International Energy Conservation Code, 2003 Edition. An electrical permit and inspection will be required by the state of Montana. Septic system designs must be submitted to and approved by the Stillwater County Board of Health. This information is provided for informational purposes only. It is the responsibility of the property owner to verify what the current state and local regulations are and to abide by them.

III. Compliance with Applicable Codes:

CMRA does not review projects for compliance with state and local regulations. It is the sole responsibility of the property owner to make sure that their project is in compliance. It is highly recommended by the ARC that a licensed design professional is used. If a situation arises that poses a threat to public health and safety, CMRA may be required to notify the applicable authorities. Building codes and regulations are intended to be a minimum standard of construction meant to protect the occupants of the structure as well as the community at large.

IV. Recommended Structural Standards:

Cathedral Mountain Ranch has a great deal in its favor, but there are building issues that are unique to the area that the ranch is located in. It is highly suggested that all new structures and additions are designed to meet these structural standards:

- A. High, sustained winds: Utilize IBC 110 mph exposure "B" winds in sheltered areas and exposure "C" in open areas.
- B. Potential snow loading: Utilize IBC $P_g = 80$ PSF with a minimum roof pitch of 4:12. Consider snow drift as part of your design.
- C. Highly compressible alluvial soils: If the building site is not backed up in the rocky sheltered areas, it is advisable to seek out a qualified Geotech firm to perform soils borings and produce a report. The information this report gives will assist in creating a design that will be far less prone to settlement problems.

V. General:

Before making a submittal, it is recommended that one becomes familiar with the documents provided in this packet as well as the CMRA covenants, by-laws and rules and regulations. These and the current fee schedule can be found at www.cmra.us in the documents section. Having a comprehensive understanding of the basic information required for submittal, as well as the rules and regulations of CMRA will help the review process go as smoothly as possible.

Cathedral Mountain Ranch Association

Architectural/Grounds Guidelines

The following are guidelines for building construction and remodeling at Cathedral Mountain Ranch. All proposed construction projects must be submitted to the Architectural Review Committee (referred to below as the ARC) first for review and recommendations. After being reviewed by the ARC, it will go before the CMRA Board of Directors (referred to below as CMRA) for final approval.

Failure to comply with these procedures and guidelines may result in the following actions: (1) a stop work order until review and approval is granted; (2) assessment of a daily fine for noncompliance; (3) legal action available or prescribed by state law, or (4) a combination of (1), (2) or (3). CMRA will select the penalty option to be enforced. CMRA shall be entitled to recover costs if the action, including attorney fees.

1. **Permissible Use** – All buildings or structures shall be constructed for single-family occupancy. There may only be one dwelling unit per lot.
2. **Detached accessory structures** – Detached accessory structures are not permitted at Cathedral Mountain Ranch.
3. **Lot Survey** – Lot surveys are the responsibility of the property owner.
4. **Soil Conditions** – Property owners are responsible for evaluating soil conditions for construction suitability and for appropriate foundation design and construction to meet the conditions present. It is highly recommended that a qualified Geotech firm is used.
5. **Project plan** – A set of written and graphical documents that include construction documents for all new construction or remodeling, materials, colors and other supporting material required to be submitted to the ARC for review.
6. **Site Plan** – A site plan must be submitted showing the location of a new building or addition on the lot. The site plan must also show the location of the access road for the building as well as the location of all proposed and existing buried pipes and tanks, including septic tanks and associated drain fields, propane tanks and lines, cisterns, water lines and power lines.
7. **Grades** – No owner shall change the elevation of a lot so as to materially affect the surface elevation of surrounding lots.
8. **Floor Area** – All dwelling units shall contain not less than 768 square feet within the perimeter of the exterior walls. This only includes conditioned occupiable spaces, attached garages, porches, decks or patios are not included in the floor area.
9. **Garages** – Garages, storage structures and other unoccupied structures are considered an accessory structure, see #2, detached accessory structures.
10. **Manufactured, Modular and Mobile Homes** – Manufactured, modular and mobile homes are not permitted.
11. **Exterior Siding** – Exterior siding shall consist of logs, log siding, smooth cedar or rough sawn cedar. All siding other than logs or log siding shall be vertically oriented.
12. **Roofing** – Roofing shall be metal or other non-flammable roofing material (other non-flammable roofing materials must be certified products, documentation will be required by the ARC)
13. **Windows and Doors** – Windows and doors may be wood, metal, metal-clad, vinyl or vinyl-clad, but may not be white in color. Because of the high winds in the area, it is recommended windows used meet the following design criteria; IBC 110 mph exposure “B” winds in sheltered areas and exposure “C” in open areas.

- 14. Deck Material** – Decks shall be constructed from redwood, cedar, pressure-treated pine or man-made composite/simulated wood.
- 15. Exterior Colors** – Colors of exterior finishes including siding, windows, doors, roof and trim shall be compatible with the CMRA environment and approved by the ARC.
- 16. Substructure** – All buildings shall have foundations and shall be concrete (block or poured), pressure treated wood or a combination of these. All foundations shall be built below frost depth according to the current state building code.
- 17. Exposed concrete** – Any exposed concrete on the exterior of the building shall either be stained or covered with stucco, siding or rock.
- 18. Fireplace/Woodstove** – All fireplaces and wood stoves are required be equipped with an approved spark arrestor.
- 19. Water System** – A community water system is available. Owners are responsible for construction and maintenance of the service lines. The location of the service line connection to a water main must be approved by ARC. Owner-installed pressure pumps may be necessary to insure adequate water pressure. A hook-up fee must be paid prior to approval by the ARC and any construction.
- 20. Sewer System** – Community Sanitary sewer services are not available. Individual sewer systems, consisting of a septic tank and disposal field and related facilities, shall be installed as approved by the Stillwater County Sanitarian. The county sanitarian must examine the site and issue a permit before any construction is started. A copy of this permit must be submitted to the ARC before final approval is granted. Placement of septic tank, cistern, and/or disposal field on a common ground must be approved by CMRA. Restroom facilities outside of the dwelling unit (including, but not limited to, privies and composting toilets) are not permitted, with the exception of approved temporary porta-potties for construction proposes only. All porta-potties must be removed prior to any occupancy.
- 21. Other Utilities** – Owners are responsible for the installation of electrical, telephone and other utilities lines to their property. All utilities shall be underground and located on the site plan.
- 22. Utility Locations** – Owners are responsible for determining existing utility locations. No excavation shall commence until all utilities, including water, are located and all submittals are approved by the ARC.
- 23. Buried Utility Lines** – All non-metallic buried utility lines (water, gas, sewer, electric, phone, etc.) must have a detectable warning tape or an approved substitute buried with them to facilitate location in the future.
- 24. Detectable Warning Tape** – Detectable warning tape required for buried non-metallic utility lines is available from the Ranch at minimal cost.
- 25. Driveways and Culverts** – Owners are responsible for construction and maintenance of lot access driveways and culverts from the subdivision roadways to their property. Cabin access trail and driveway locations must be shown on the site plan submitted and approved the ARC.
- 26. Roadway/Facilities Impact Fee** – A roadway/facilities impact fee is payable upon approval by the ARC and prior to any construction commencing. See the Fee Schedule for details.
- 27. Contractor's License** – All contractors are required to have a Montana Contractor's license, a copy must be provided to the ARC. Exceptions may be granted to property owners doing their own construction work. This may be granted to property owners who will own and occupy the building for their exclusive use for a period that must exceed six months after work has been completed.

- 28. Electrical System** – The electrical system must be installed in accordance with state and local codes. The property owner is responsible for meeting these requirements and shall provide a copy of the state electrical permit to the ARC prior to installation of the electrical system.
- 29. Plumbing** – The plumbing system must be installed in accordance with state and local codes. All buildings are required to have modern plumbing inside with potable running water and an approved toilet connected to the sanitary septic disposal system.
- 30. Removal of Trees** – There shall be no cutting of timber on any common ground unless approved by CMRA. There shall be no cutting of timber on a building site except as permitted by CMRA to permit construction.
- 31. Propane Tanks** – Propane tanks must be installed in accordance with applicable code and placed underground. Location of propane tanks must be shown on the site plan and approved by the ARC prior to installation.
- 32. Water System Hose Bibs** – A minimum of two frost-free hose bibs shall be installed on the exterior of the building. There must be a hose bib installed on at least two sides of the building, preferable opposite sides of the building.
- 33. Exterior Water** – Exterior water use at CMR is restricted due to limited water supply. Owners are not permitted to place or irrigate grass lawns. Trees, shrubs and flowers may be watered as necessary.
- 34. Fences** – Fences of any type or height are not permitted.
- 35. Retaining Walls** - Plans for retaining walls must be submitted to the ARC for review and approval before any construction may begin. Exposed concrete, railroad tie or other type of wood retaining walls are not permitted.
- 36. Hazardous/Toxic Materials** – Hazardous or toxic building materials are prohibited from use for any construction purposes. Open burning of construction materials is strictly prohibited.
- 37. Construction Timeline** – Construction shall commence within 30 days after equipment and/or materials are moved on site. Construction shall be pursued with reasonable diligence with the exterior of the building finished within 365 days.
- 38. Construction Site Condition** – Construction sites shall be maintained in a reasonable clean condition. Excess material should be properly disposed of, but not by use of the CMRA dumpsters. These are reserved for household garbage. Silt fencing shall be used when required by code to prevent erosion during construction.
- 39. Construction Material Storage** – Construction material may be stored at the Barn area for up to 60 days with the written permission from CMRA.
- 40. Building Occupancy** – No structure shall be used for habitation, unless the building is generally completed, including but not limited to: doors, windows heating system, water and sewer plumbing.
- 41. Temporary Facilities** – there shall be no temporary living facilities on the building site. A single shed, van or construction trailer for contractor tools, blueprints etc., is permitted during construction. These facilities may not be occupied overnight and must be removed prior to the building being occupied.
- 42. Address Posting** – All cabins shall be marked with a rural county address number assigned by Stillwater County and shall be clearly visible from the intersection of the common road and the driveway.
- 43. Property Maintenance** – All building owners must maintain their buildings and property in good, sanitary and safe condition. This includes weeds and other vegetation control, exterior repairs and finishes. Failure to do so will result in the improvements being authorized by CMRA. Property owners shall be assessed a fee consisting of one hundred and twenty five percent of the

actual costs. Collection of the maintained fees or the fines may be by lien placed on the property involved and recovered by any legal means available.

44. Fees and Fines – See the Fee Schedule on the CMRA website, www.cmra.us, for a listing of all current fees and fines.

Definitions:

Accessory Structure – Accessory structures are also referred to as appurtenant structures. An accessory structure is a structure which is on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. For example a residential structure may have a detached garage or storage shed for garden tools as accessory structures. Other examples of accessory structures include gazebos, picnic pavilions, boathouses, small pole barns, storage sheds, and similar buildings. Any structure that does not have electrical service, plumbing (including at least one bathroom) and heating shall be consider an Accessory Structure.

Architecture – the planning, design, specification and decorative treatment of a construction, also known as ‘the art and science of building’

Attached Accessory Structure – An accessory structure that is structurally attached to the principle structure. An attached accessory structure must shares a common wall or a common roof structure with the principle structure. An attached accessory structure must be structurally dependent to the principle structure.

Building – Building shall mean any one- and two-family dwelling or portion thereof, including townhouses, that is used , or designed or intended to be used for human habitation, for living, sleeping, cooking or eating purposes, or any combination thereof, and shall include accessory structures thereto.

Building Codes – A set of regulations intended to set a mandatory standard for a building’s safety of the occupants.

Conditioned Space – Space within a building that is provided with heating and/or cooling equipment or systems capable if maintaining, through design or heat loss/gain, 50⁰F (20⁰C) during the heating season and 85⁰F (29⁰C) during the cooling session, or communicates directly with a conditioned space.

Construction Documents – Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit. Construction drawings shall be to an appropriate scale. Construction documents to be submitted to the ARC shall consist of at least the following: plans of all floors of the structure, foundation plans (may be combined with basement plan if basement is present), elevations of all sides of the structure, at least one building section, and drawings or documents to describe the exterior finishes of the structure.

Deck – An exterior floor system supported on at least two opposite sides by an adjoining structure and/or posts, piers, or other independent supports.

Detached Accessory Structure – An accessory structure that is not structurally connected to the principle structure, such as a common wall, roof or floor structure. A detached accessory structure is not

structurally dependent on the principle structure. Detached accessory structures are not permitted at CMRA.

Dwelling – Any building that contains one or two dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living proposes.

Dwelling Unit – A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Garage – See accessory structure.

Man-made composite – Deck boards manufactured from wood fiber to form a profile, typically replicating standard wood deck boards.

Manufactured Home – Manufactured home means a structure transportable in one or more sections, which in the traveling mode is 8 body feet (2438 body mm) or more in width or 40 body feet (12,192 body mm) or more in length, or when erected on site, is 320 square feet (30 square meter) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes plumbing, heating, air-conditioning and electrical systems contained therein; except that such item shall include any structure that meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary (HUD) and complies with the standards established under this title. For the purposes of these provisions, a mobile home will be considered a manufactured home.

Mobile Home – See Manufactured Home.

Modular Home – Similar to a manufactured home, but typically constructed of three or more segments, typically without a permanent chassis. The modulares are often assembled to create a multi-story structure and typically have a permanent foundation.

Principle Structure – See Dwelling.

Storage Buildings – See Accessory Structure

‘Within the perimeter of the exterior wall’ – refers to the floor area of the main level (often the first floor) of the building, or more precisely, the footprint of the habitable portion of the structure. Upper levels, lofts, basements, garages, unfinished storage areas and exterior decks and porches are not included.

Cathedral Mountain Ranch Association

Requirements for excavation work in green spaces and CMRA trails

The purpose of this document is to provide information of requirements and procedures for all excavation work required to make new connections to the utilities for new cabins as well as repairs to or replacement of utility connections for existing cabins.

Before any excavation work may proceed, existing conditions must be documented and submitted to CMRA and must include the following:

- Photo documentation of all CMRA trails and green spaces to be impacted.
- Location of all existing utilities and proposed utilities.
- A site plan showing the proposed locations of all excavations.
- A written description of all work to be performed, including that of all subcontractors.

After excavation work is completed, utility work has been completed and excavations have been properly backfilled and compacted, the area of green space and CMRA trails affected by the work must be returned to the condition they were in before work was performed. CMRA trails must be returned to the condition that they were including replacing and compacting surface materials to match existing. All green spaces impacted by the excavation work either directly or indirectly shall be regarded to match conditions before work was performed. After all regarding is performed; all green spaces must be reseeded with native plants to match surrounding conditions. All final conditions must be approved by CMRA before work is considered to be completed. If CMRA trails and green spaces are not returned to a condition deemed appropriate by CMRA within 60 days of the completion of work, CMRA reserves the right to remedy the situation and assess the cost to the lot for which the excavation work was done.

Cathedral Mountain Ranch Association

Foundation Designs

The CMRA Architectural Review Committee prefers to see continuous perimeter foundations used for all new cabins as well as additions to existing cabins, but the ARC does not review the design of foundations beyond the extent to verify compliance with the Architectural/Grounds Guidelines. It is the sole responsibility of the owner and/or builder to make sure that the foundation complies with all current state and local codes and ordinances. According to the 2003 IRC, the current building code adopted by the state of Montana at the time this document was created, all foundations in this area are required to have a minimum depth below grade of 42 inches. It is recommended that the foundation of any new structure be designed by a licensed design professional. Below are descriptions of the most common types of foundations used, this information is for reference purposes only. In your submittal, please reference the type of foundation that best describes the foundation that you intend to use. If you are planning on using a pier type foundation, please describe the treatment that will be used to close in the area between the bottom of the superstructure and the grade.

Continuous Perimeter Foundations

Continuous perimeter foundations have a continuous foundation wall around the entire perimeter of the building. This type of foundation can have a basement, a crawl space or a slab on grade. With foundations that have basements or crawl spaces, there may be columns with footing or load bearing walls. The most common types of continuous perimeter foundations are as follows:

Continuous Poured Concrete Foundations

A continuous poured concrete foundation wall is one which is cast in place. Forms are setup, sometimes temporary and sometimes permanent, which concrete is poured into. The foundation wall is often 8 or 10 inches in width, but virtually any width can be formed. Often there is reinforcing placed in the form before the concrete is poured. Often the concrete walls are formed on top of a poured concrete footing; sometimes this is not done when the first floor is a slab on grade.

Continuous Concrete Block Foundations

A continuous concrete block foundation is similar to the poured concrete foundation in that it is built on top of a poured concrete footing. A concrete block wall is built of concrete block that are 16 inches long by 8 inches high. Often 8 and 10 inch wide blocks are used, but 6 and 12 inch blocks are also used. The blocks are mortared together and there is often reinforcing placed in the blocks with some of the cells filled solid.

Wood Stud Wall Foundations

Wood stud wall foundations typically are constructed with 2x6, 2x8 or sometimes 2x10 studs. The studs in the wall are often spaced at 12" on center, but are often spaced closer when a larger volume of soil is being retained. Both the wall sheathing and the studs are a pressure treated wood for below grade applications. Sometimes wood foundation walls are placed on poured concrete footing, but they are usually built on a crushed stone footing.

Pier Foundation

Pier type foundations are not a continuous foundation, but rather a series of separate elements similar to columns. Typically, this type of foundation creates an open crawl space below the building, which is enclosed with a skirting from the underside of the superstructure to the grade. Basements are not possible with this type of foundation since there is no continuous wall at the perimeter of the building. The most common type of pier foundations is as follows:

Poured Concrete Pier Foundations

This type of foundation has similar characteristics as a continuous poured concrete foundation wall. Typically, 10, 12 or 16 inch diameter piers are used. A pier with a belled base, which is a pier with an area of the bottom of the pier a larger diameter than the rest, is often used.

Concrete Block Pier Foundations

A concrete block pier foundation is similar to poured concrete pier foundations, with the exception that there is a poured concrete footing below the pier and the pier is constructed of concrete blocks similar to a continuous concrete block foundation.

Wood Pier Foundations

Wood pier foundations are typically made with 6x6, 6x8 and 8x8 timbers, but sometimes 8x10 and 10x10 timbers are used. They are often set with gravel at the base of the excavation, but sometimes a poured in place or precast column base is used.

Cathedral Mountain Ranch Association

New Construction Submittal Checklist

- ___1. Confirm that the cabin design proposed meets the required 768 square feet within the perimeter of the exterior walls as defined by the Architectural/Grounds guidelines definitions section.
- ___2. Complete set of construction documents of the proposed building. Plans must be dimensioned with a graphics scale. Photocopies or digital copies are acceptable, but must be clearly readable.
- ___3. Site plan showing the proposed location of the structure on the lot, locations of trees and other natural features. Any proposed retaining walls should be shown on the site plan. Location of all proposed utility lines may also be included in this site plan, or may be included in the excavation submittal.
- ___4. Type of foundation and materials used to finish visible surfaces of foundation.
- ___5. Type of siding, roofing, windows, doors, decks and other exterior materials to be used.
- ___6. Color samples for siding, roofing, windows, decks and other exterior surfaces.
- ___7. Materials and colors for any proposed retaining walls.
- ___8. Square footage of all finished spaces. _____ Square Feet
- ___9. Square footage of garage space if not under occupied space. _____ Square Feet

Items required after Architectural Review, but before construction may begin.

- ___10. Completed excavation submittal.
- ___11. Copy of state electrical permit
- ___12. Copy of permit for septic system
- ___13. Copy of all Montana Contractor's License for all contractors working on project
- ___14. Completed General Contractor Contact Form
- ___15. Completed Contractor Contact Form (required before any new contractor starts work)
- ___16. payment of all applicable fees.

I, _____ verify that all information contained within this submittal is accurate and truthful under penalty of perjury. I understand that if any of this information is found to be inaccurate or misleading, CMRA has the right to stop work and impose fines and penalties until the building is brought into compliance with all CMRA rules and regulations. I further understand that I may be held responsible for all costs of any action taken by CMRA because of inaccurate or misleading information given in this submittal, including legal fees.

Signature

Date

All submittals should be mailed to the following address:

CMRA
PO Box 504
Nye, MT 59061

Cathedral Mountain Ranch Association

Remodel/Addition Submittal Checklist

- ___1. Complete set of construction documents of addition and existing building. Plans must be dimensioned with a graphics scale. Photocopies or digital copies are acceptable, but must be clearly readable. If project is a remodel, show what exterior changes will be made.
- ___2. Site plan showing the proposed location of the addition on the lot as well as existing structure, locations of trees and other natural features. Any proposed retaining walls should be shown on the site plan. Location of all proposed utility lines may also be included in this site plan, or may be included in the excavation submittal. If the project is a remodel that does not change the footprint of the existing structure, a site plan is not required.
- ___3. Type of foundation and materials used to finish visible surfaces of foundation, if applicable.
- ___4. Type of siding, roofing, windows, doors, decks and other exterior materials to be used, as applicable.
- ___5. Color samples for siding, roofing, windows, decks and other exterior surfaces, as applicable.
- ___6. Materials and colors for any proposed retaining walls.
- ___7. Square footage of all new finished spaces. _____ Square Feet
- ___8. Square footage of garage space if not under occupied space, if applicable. _____ Square Feet

Items required after Architectural Review, but before construction may begin.

- ___9. Estimated cost of project (for impact fee proposes) \$ _____
- ___10. Completed excavation submittal, if required.
- ___11. Copy of state electrical permit, if required.
- ___12. Copy of permit for septic system, if required.
- ___13. Copy of all Montana Contractor's License for all contractors working on project
- ___13. Completed General Contractor Contact Form
- ___14. Completed Contractor Contact Form (required before any new contractor starts work)
- ___15. payment of all applicable fees.

I, _____ verify that all information contained within this submittal is accurate and truthful under penalty of perjury. I understand that if any of this information is found to be inaccurate or misleading, CMRA has the right to stop work and impose fines and penalties until the building is brought into compliance with all CMRA rules and regulations. I further understand that I may be held responsible for all costs of any action taken by CMRA because of inaccurate or misleading information given in this submittal, including legal fees.

Signature

Date

All submittals should be mailed to the following address:

CMRA
PO Box 504
Nye, MT 59061

Cathedral Mountain Ranch Association

Minor Project Submittal Checklist

(changing paint color, new roof, window(s) replacement or other single task project)

- ___1. Description of proposed project.
- ___2. Materials to be used for project, exterior only.
- ___3. Samples of all exterior colors to be used.

Items required after Architectural Review, but before construction may begin.

- ___4. Estimated cost of project (for impact fee proposes) _____
- ___5. Completed excavation submittal, of required.
- ___6. Copy of all Montana Contractor's License for all contractors working on project
- ___7. Completed General Contractor Contact Form
- ___8. Completed Contractor Contact Form (required before any new contractor starts work)
- ___9. payment of all applicable fees.

I, _____ verify that all information contained within this submittal is accurate and truthful under penalty of perjury. I understand that if any of this information is found to be inaccurate or misleading, CMRA has the right to stop work and impose fines and penalties until the building is brought into compliance with all CMRA rules and regulations. I further understand that I may be held responsible for all costs of any action taken by CMRA because of inaccurate or misleading information given in this submittal, including legal fees.

Signature

Date

All submittals should be mailed to the following address:

CMRA
PO Box 504
Nye, MT 59061

Cathedral Mountain Ranch Association

Architectural Review Committee

Contractor Information Submittal Requirements

It is the sole responsibility of the property owner to provide CMRA the information for the general contractor selected to perform work on their lot. This information is to be provided to CMRA using the General Contractor Contact Information Form at least 10 (ten) business days before any work may commence.

It is the general contractor's responsibility to provide CMRA the information for all sub-contractors working for the general contractor on a lot in CMRA. The information must be submitted to CMRA using the Contractor Contact Information Form at least 5 (five) business days before any work may commence. If the property owner does not have a general contractor, or is acting as the general contractor, the property owner must fill out Homeowner/General Contractor Form and provide Contractor Contact Forms for all sub-contractors.

All general contractors and contractors must contact the caretaker at least 48 (forty-eight) hours before any work may commence, providing the caretaker information regarding when work is to commence, the nature and scope of the work as well as the estimated duration.

In emergency situations, the Contractor Contact Information may be submitted at the time the work is being performed, as long as the caretaker is informed of the situation before work is begun. Emergency situations include but are not limited to, failed heating systems during cold weather, broken water or waste lines, or electrical failures.

These informational submittals are not intended to impede or limit work on new or existing cabins in CMRA. The requirements are intended to provide a means for communication CMRA and contractors working at CMR when it is required.

The General Contractor Information Form and the Contractor Information Form may be submitted to the following address:

CMRA
PO Box 504
Nye, MT 59061

Cathedral Mountain Ranch Association

Architectural Review Committee Homeowner/General Contractor Information Form

Official use only
Date received: _____

Date: _____

Lot # _____

Address: _____

Property Owner: _____

Property Owner's primary address: _____

Property Owner's phone number: _____

Primary Contact: _____

phone: _____

cell phone: _____

Secondary Contact: _____

phone: _____

cell phone: _____

Description of Project: _____

Planned start date of project: _____

Expected duration: _____

I, _____ understand that as the homeowner I may do work on my own property without a Montana State Contractor's License if I will own and occupy the building for my exclusive use for a period to exceed six months after the work is completed. I further understand that I am responsible to make sure that all construction done meets all state and local code as well as complies with CMRA's rules and regulations.

Signature

Date

The Homeowner/General Contractor Information may be submitted to the following address:

CMRA
PO Box 504
Nye, MT 59061

Cathedral Mountain Ranch Association
Architectural Review Committee
General Contractor Information Form

Official use only
Date received: _____

Date: _____

Lot # _____

Address: _____

Property Owner: _____

Property Owner's primary address: _____

Property Owner's phone number: _____

General Contractor: _____

Address: _____

Primary Contact: _____

phone: _____

cell phone: _____

Secondary Contact: _____

phone: _____

cell phone: _____

Description of Project: _____

Planned start date of project: _____

Expected duration: _____

Reminder: The general contractor must contact the caretaker at least 48 hours in advance of entering CMR to begin work.

The General Contractor Information may be submitted to the following address:

CMRA
PO Box 504
Nye, MT 59061

Cathedral Mountain Ranch Association
Architectural Review Committee
Contractor Information Form

Official use only
Date received: _____

Date: _____
Lot # _____
Address: _____
Property Owner: _____
Contractor: _____
Address: _____

Primary Contact: _____
phone: _____
cell phone: _____
Secondary Contact: _____
phone: _____
cell phone: _____

Description of Contractors scope of work:

Planned start date of Contractor: _____
Expected duration: _____

Reminder: All contractors are required to contact the caretaker at least 48 hours before entering CMR to begin work.
The General Contractor Information may be submitted to the following address:

CMRA
PO Box 504
Nye, MT 59061