

**WEST POST PROPERTY OWNER'S ASSOCIATION ARCHITECTURAL
REVIEW COMMITTEE**

SUBMISSION FOR PRELIMINARY CONCEPT REVIEW - Commercial Lots (07.29.24)

Pursuant to Section 2, page 5 of the recorded West Post Design Standards & Guidelines _____, (“Buyer”) hereby submits its preliminary concept design and site plan pertaining to Block _____, Lot # _____ at West Post in Belgrade, MT to the West Post Property Owner’s Association’s (“POA”) Architectural Review Committee Board (“ARC”).

Buyer’s designated representative’s email address: _____

Buyer further acknowledges... *No exterior construction, alteration, addition or renovation of any building, structure, parking lot, sign, landscape feature, or other improvement of any kind or nature shall be commenced until it has been reviewed and approved in writing by the ARC.*

Simultaneous with this submission, Buyer is providing electronic copies of the following members of the WEST POST POA ARC:

Laura Dornberger at Locati Architects ldornberger@locatiarchitects.com

Kent Merselis at Barnard Investments Kent.merselis@barnard-inc.com Initial

submittal documents will include, but not be limited to, the following:

1. **Preliminary Concept Preview.**
 - a. Building elevations and description of materials to be used
 - b. Site plans
2. **Fees. Concurrent with submitting the Preliminary Concept Preview, Buyer will deliver to the POA a check in the amount of \$2,500,** made payable to WEST POST Property Owner’s Association (“POA”)), mail to the attention Kent Merselis, 3520 Royal Wolf, Bozeman, MT 59718. No review of the Buyer’s submission will commence until payment is received.
3. **WEST POST POA’s ARC** will review and provide comment to Buyer within two (2) weeks of receipt of submittal, plans and fee. Upon receipt of POA comments, Buyer will then submit the final plans to the POA for Final Review and Approval.
4. **Final Site Plan Review.** The following documents will be submitted for approval:
 - a. Final Site plan and landscape plan;
 - b. Final building plan schematics and elevations;
 - c. A brief narrative describing the structure and the propose use of the property
 - d. Buyer’s contact data (address, email and phone)

Submission Date: _____

Buyer: _____

Name: _____