



71 25th St West

ali@theblackarc.com

Suite 12

www.timbersmt.com

Billings, MT 59102

LANDSCAPING & OUTDOOR IMPROVEMENTS SUBMITTAL APPLICATION

DESIGN REVIEW FEE: \$75 (NON-REFUNDABLE)

NON-REFUNDABLE DESIGN REVIEW FEE: \$75

This application is required for major landscaping improvements, backyard completion, and outdoor additions such as patios, retaining walls, water features, hot tubs, pools, and similar items. No work may begin until written approval is issued.

SUBMISSION INSTRUCTIONS

1. Email (preferred):

- Email a complete electronic copy of this application plus all plans and drawings to:
ali@theblackarc.com

2. Hard Copy / Fee:

- Mail any required hard-copy plans (if applicable) to:
71 25th Street West, Suite 12
Billings, MT 59102
- Mail a check or money order for \$75.00 (non-refundable) to:
Tailwind Management
320 N 17th St.
Billings, MT 59101

Please indicate: **"Timbers Subdivision Review – Lot # & Address"** on memo line.
Applications are considered incomplete until fee + all drawings are received.

OWNER / PROPERTY INFORMATION

- Date of Application: _____
- Owner Name: _____
- Phone: _____
- Email: _____
- Mailing Address: _____
- Timbers Filing & Lot #: _____
- Timbers Property Address: _____
- Who will perform the work? _____
- ☐ Homeowner ☐ Contractor
- Contractor Name (if applicable): _____
- Contractor Phone: _____
- Email: _____
- Proposed Start Date (MM/DD/YYYY): _____
- Estimated Completion Date (MM/DD/YYYY): _____



THE TIMBERS
on alkali creek



SCOPE OF WORK - CHECK ALL THAT APPLY

Softscape / Planting

- ☐ New front yard landscaping
- ☐ New rear yard landscaping
- ☐ Planting beds
- ☐ Trees / shrubs / perennials (labels shown on plan)
- ☐ Lawn / sod installation or renovation

Hardscape / Structures

- ☐ Patio / terrace
- ☐ Walkways / paths
- ☐ Edging / borders
- ☐ Retaining wall(s) / garden wall(s)
- ☐ Landscape boulders (rear yard only, or in beds as allowed)
- ☐ Pergola / shade structure
- ☐ Fire pit / outdoor fireplace

Water Features & Recreation

- ☐ Hot tub / spa
- ☐ Swimming pool (in-ground or above-ground)
- ☐ Water fountain
- ☐ Pond / decorative water feature
- ☐ Play structure / swings / trampoline
- ☐ Sport court (basketball, pickleball, etc.)

OTHER:

DESCRIPTION OF PROPOSED WORK

(Briefly describe the project, including overall concept, materials, and location on lot.)



REQUIRED DRAWINGS (MUST BE ATTACHED)

Your application must include the following (check before submitting):

1. LANDSCAPE SITE PLAN (TO SCALE)

Your plan must show:

- House outline, lot lines, setbacks
- Easements & drainage swales
- Existing vs. proposed improvements
- Planting beds, trees, shrubs, perennials
 - All plants must be labeled directly on the drawing
- Lawn areas
- Hardscape (patios, walks, pads, retaining walls, etc.)
- Fencing (if part of this submittal)
- North arrow + scale

2. DETAIL DRAWING (REQUIRED)

Provide at least one detail drawing showing:

- Critical areas of the design (e.g., foundation planting layout, patio/retaining wall area, pool/hot tub area)
- Plant spacing/ layering (shown on drawing)
- Wall sections, edging, or transitions
- Any grading or drainage changes

3. MATERIALS & COLOR NOTES

List directly on drawing or attach simple notes for:

- Patio / walkway materials
- Retaining wall type and finish
- Edging type
- Rock/mulch type
- Any intended lighting (type + location)

SPECIAL CONDITIONS / ADDITIONAL NOTES



POOL / HOT TUB REQUIREMENTS (If Applicable)

If your project includes a pool or hot tub, include:

- Location on site plan (dimensions + setbacks)
- Deck/patio materials
- Equipment location (pumps, filters, heaters)
- Screening method for equipment
- Fencing, gate, or cover details
- Landscape screening around the unit
- Direction of drainage and runoff
- Any lighting around the feature

Note: Pools and hot tubs/spas are allowed at The Timbers, but all such installations must receive Design Review Committee approval prior to installation.

ADDITIONAL NOTES / SPECIAL CONDITIONS

Use this area for any additional explanations, requested variances, or special site conditions:



OWNER ACKNOWLEDGEMENT

I understand and agree that:

- No work may begin until written approval is issued.
- Changes from approved plans must be re-submitted.
- I have reviewed and will comply with The Timbers Resident Design Guidelines.
- The Committee's approval does not guarantee construction quality or code compliance.
- Any unapproved installation may be required to be removed or corrected at my expense.

OWNER SIGNATURE: _____

PRINT NAME: _____

DATE: _____

FOR ASSOCIATION USE ONLY

Date Received (complete application & fee): _____

Fee Received: ☐ Yes ☐ No Amount: \$

Received By: _____

ACTION TAKEN BY DESIGN REVIEW COMMITTEE

- ☐ Approved
- ☐ Approved as Noted (see conditions)
- ☐ Not Approved – Additional Information Needed
- ☐ Not Approved

COMMENTS / CONDITIONS
