

LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION, INC.

EXTERIOR MODIFICATION REQUIRED INFORMATION LIST

To be used when submitting an exterior modification application for review by the Modifications and Construction Committee (MCC). Please refer to the Design Guidelines to assist in completion of paperwork. The reviewing committee may require additional information during the review process.

General Requirements:

- Every proposed modification shall be located on a house location survey (site plan, recorded plat). The distance from all edges of the addition/project to the property line must be noted.
- For any excavating/digging or changes in slope or grade a lot grading plan with drainage flows must be submitted.
- For any submittal requiring a decision specific to a color (whether paint or materials), accurate samples of colors other than those on the approved palette need to be submitted
- All modifications to be built will require drawings (plans and elevations with all three dimensions (length, width, & height) as appropriate
- For any modification to be planted/installed: length, height, width, and spacing (distance) is required
- Drawings must be done to scale

Decks:

- Location on survey (site plan) and distances to lot lines.
- Plans with dimensions, stairs, railing style, and material to be used
- Elevations noted with dimensions
- Copy of estimate/proposal showing all contractor notes, including color
- Screening, as required per the Lake Manassas Resident Guidelines; this include screening below the deck
- Photo, picture or drawing that is representative of proposed deck
- Photograph of existing elevations
- List of proposed material(s) and samples for those not already having ARB approval per Guidelines*
- If lighting is being used, submit pictures of fixtures, wattage output information, and locations
- Plans for any benches, pergolas, trellises or structures attached to the deck or railings.

Landscaping:

- Plantings located on survey (site plan) with distance to lot line clearly marked
- Planting plan: plant types, height in feet and inches, spacing (distance apart) and height at maturity.
- If lighting is being used, submit pictures and specifications of fixtures, wattage output information, and locations
- Copy of estimate/proposal showing all contractors notes, including colors

Patios:

- Location on survey (site plan) with distances to lot line clearly marked
- Drawing of plan with elevations and dimensions
- Copy of estimate/proposal showing all contractor notes, including colors and designs/patterns
- Screening/landscaping requirements, as required per the Resident Guidelines
- List of proposed materials and samples for those not already having ARB approval per Guidelines*

Pools:

- Provide sketch the location of the pool on a house location survey and show setbacks to the nearest property lines.
- Provide a detailed plan view drawing of the pool, pool decking, landscaping and associated features (such as fence, retaining walls, mechanical equipment, lighting, etc...). The plan shall have detailed dimensioning.
- Submit a detailed grading plan showing elevations, spot shots, flow of drainage and silt controls. Said plan shall be of sufficient quality for Prince William County submission.
- Provide fencing type and location.
- Submit material colors and samples.
- Submit a pool equipment screening and enclosure plan.
- Submit a copy of estimate/proposal showing all contractor notes, including colors and designs/patterns.
- Address screening/landscaping for fenced areas, and screening or housing for pool equipment.

Playground Equipment:

- Location on survey with distances to lot line clearly marked
- Specifications of equipment to be installed: type of equipment, the material, size, and color; product pictures
- Screening as required per the Resident Guidelines.
- **If lot is near golf course the equipment must be completely screened from being seen on the course; submit plan showing such screening**

Sheds (or additional structures): (Note: prohibited in the new section, aka Western Peninsula)

- Location on survey with distance to lot line clearly marked
- Specifications of structure: type, dimensions, and material with colors of walls and roofing
- Copy of estimate/proposal showing all contractor notes if being contracted out
- Screening requirements, as required per the Resident Guidelines
- Color photographs of existing home
- List of proposed material(s) and samples for those not already having ARB approval per Guidelines*

**Materials not having MCC approval means construction/building materials, colors, or designs not listed as approved per the Resident Guidelines (for example: decking colors other than those listed in the approved palette, ornate railing designs, atypical posts, etc.).*

FEE SCHEDULE

Application fees are designed to cover costs of processing: consultant costs, communications with homeowners, copying, travel, and any added costs reasonable related to the application. This fee schedule is not all inclusive because it is not possible to predict all the types of applications and their complexity levels with complete specificity.

Tier 0 (Zero) – No fee

This tier encompasses simple projects for which special circumstances apply because of equitable concerns or government regulations.

- Satellite dish screening
- Applications to correct an error in the records, such as exterior structures original to the property, but not recorded in the lot file
- Vegetable gardens
- Applications proposing modifications with a value of less than \$200

Tier 1 – Fee \$35

This tier encompasses simple projects that generally may not require a final inspection upon completion, and require no detailed analysis of plans or the lot. Inspections, when required, are conducted by the Community Management Staff and not consultants.

- Air Conditioner (HVAC) Units / Heat Pumps
- Arbors
- Awnings
- Attic Ventilators, Turbines and Metal Flues
- Basketball Hoops
- Chimneys
- Compost Bins
- Decorative stone / landscape edging
- Dog Houses and Animal Entry Doors
- Doors
- Exterior Decorative Objects / Statuary
- Fences
- Fire Pits (Outdoors)
- Fireplaces (Outdoors)
- Firewood
- Flagpoles
- Generators
- Greenhouse Windows
- Gutters and Downspouts
- Heating Devices (outdoor)
- Minor Landscaping (less than 10 plants and no hardscape)

- Exterior Lighting
- Mechanical Equipment
- Painting and Exterior Surfaces – change in color
- Playground Equipment
- Roofing
- Security Bars
- Security Devices
- Shutters
- Skylights
- Tree Removal – less than 3 trees
- Sun Control Devices
- Vegetable Gardens
- Walkways – material changes
- Windows

Tier 2 - Fee \$150 / Deposit \$250 (returned after final satisfactory inspection)

This tier encompasses projects that require some analysis of architectural or construction plans, and will usually require an initial on-site visit to see how the project will affect the neighborhood and the project's compatibility with the existing structure. Minor drainage and grading issues may also be present. Final inspection will be completed by the MCC and consultants. Projects may include:

- Audio / Visual Systems - Televisions
- Barbecue Grills and / or Outdoor Kitchens
- Cabanas
- Decks and associated screened or unscreened enclosures (aka porches and/or gazebos, etc.)
- Driveways / Parking Pads
- Gazebos / Pool Pavilions / Cabanas / Permanent Pavilions and Screened Porches
- Hot Tubs / Spas
- Kitchens (outdoors)
- Large Landscaping Projects
- Exterior Surfaces – Major façade revision or material change
- Patios
- Pergolas
- Garden Ponds
- Retaining Walls
- Solar Panels, Wind Turbines, Wind Mills and other Green Technologies
- Large recreation projects such as a sport court.
- Walkways – new locations

Tier 3 - Application Fee \$1,500 (Base Fee) / Deposit \$5,000 (returned after final satisfactory inspection, minus billed amounts for extensive outside professional consultation). The final inspection is conducted by MCC and consultants. Projects may include:

- Additions / Exterior Alterations
- Garages
- Pool Decking
- Pools
- Pool Equipment
- Pool Pavilions
- Projects with extensive grading
- Projects with significant drainage issues
- Projects with extensive structural issues that require outside professional assessment by licensed professionals, such as large room additions, and unusual architectural features
- New homes
- Projects that required a grading plan or site plan
- Projects which propose clearing of wooded areas

Notes:

1) An Applicant may combine several related items together on one Application. In this scenario the fees are not cumulative; however, the highest fee shall apply. Unrelated items should be filed on separate applications.

2) For Tier 3 applications, the most complex, homeowners will be responsible for any costs incurred above the application fees. The homeowner will be given detailed billing information for any fees in addition to the Tier 3 base fee.

3) The Tier 3 process takes longer than a standard application. The following general procedures apply to all Tier 3 applications:

- *The Applicant submits an Application under the normal process.*
- *The Architectural Coordinator for CMC reviews the Application for completeness / readiness for review.*
- *The Architectural Coordinator works with the Applicant to resolve any basic deficiencies. (Note: being complete / ready for review does not mean the Application is approved or that the MCC will not request additional information.)*
- *Once ready, the Application is sent to the MCC.*
- *The Applicant shall attend the next regularly scheduled MCC meeting to present the Application.*
- *The MCC, the Applicant and any consultants then schedule an onsite meeting to discuss the Application.*
- *The Applicant then works with his / her contractor to re-submit and revisions and / or supplemental materials to the MCC*.*
- *The MCC then votes on the Application at the next regularly scheduled meeting.*

**Since there is one month in between meetings, it is very important that the Applicant and his / her Contractor use this time to work with the Committee to make sure the next submission is ready for Approval so that the approval is not postponed to the following month's meeting.*

Lake Manassas Resident Owners Association

(Office Use Only)

Date Received: _____

Response Due: _____

APPLICATION FOR EXTERIOR MODIFICATION

Please submit a Processing Fee of \$ _____ and a Construction Deposit of \$ _____. Each fully completed application (an incomplete application will result in a delay in processing) should be sent to Lake Manassas ROA, Attn: Architectural Administrator, 14900 Turtle Point Drive, Gainesville, VA 20155

Unit/Home Owner(s): _____

Street Address _____

City, State, Zip Code _____

Block: _____ **Lot:** _____ **Builder:** _____

Telephone, Day: _____ **Email Address:** _____

Telephone, Eve: _____

Proposed Improvement/Modification:

Style: _____ **Dimensions:** _____

Color: _____ **Materials:** _____

Location of Modification/Improvement:

Schedule for Installation of Modification/Improvement (Date/Month/Year):

Start: _____ **Completion:** _____

Est. Total Cost (inc labor and materials): \$ _____

Other Pertinent Details (color scheme of home, etc.)

NOTE: An approved Prince William County Building Permit does not constitute an approval by the Lake Manassas Modification and New Construction Committee.

I hereby certify that the information I have provided is accurate to the best of my knowledge. I further certify that the proposed exterior modification:

1. Meets the requirements of the Prince William County Zoning/Building Codes.
2. Meets the minimum setback requirements of the Lake Manassas Design Guidelines (25 ft front & rear – 12 ft each side.
3. Will be constructed according to the plans, specifications, and schedule approved by the Lake Manassas Modifications and Construction Committee (MCC) *(project must be commenced within 6 months and completed within 12 months of the approval or your deposit will be forfeited).*

Permission is hereby granted to members of the LMROA Board of Directors and the members of the MCC, and their representatives, to enter on my property as necessary to review the proposed project.

Owner Signature: _____ **Date:** _____

Mailing Address: _____
(if different from Property Address)

Send all completed applications to the office of Community Management Corporation as follows:

Lake Manassas ROA
Attn. Architectural Administrator
14900 Turtle Point Drive, Gainesville, VA 20155

REQUIRED INFORMATION

All applications must be accompanied by specific information pertaining to any proposed modification. The required information for each of the most common types of improvements or modifications are attached for your convenience. Any questions regarding submittal requirements should be forwarded to LMROA Management.

It is the responsibility of the homeowner (or in the case of a tenant, the resident) to ensure that the application is completed in its entirety prior to submission. If the application is submitted by a tenant, the owner of the property must signify their approval to make this modification. In addition, the applicant is responsible for ensuring that each of the required information items specific to the proposed modification is included with the application. Failure to submit a complete application will result in a processing delay and additional fees, as incomplete applications will not be reviewed; instead, they will be returned denied. All drawings, sketches, photographs, or pictures shall be submitted to scale.

Owners' Acknowledgments: (initial each item)

I/we understand:

1. _____ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize members of the Committee or managing agent to enter upon my property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn and my deposit will be forfeited.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair green space or community property those results from the proposed modification.
10. _____ that I have consulted the Required Information list and the Design Guidelines prior to submission

Owner/Applicant Signature: _____ Date _____

Co-Owner/Applicant Signature: _____ Date _____

NEIGHBORS' ACKNOWLEDGMENTS

This application must be acknowledged by property owners who are most affected by this change because they are adjacent and/or have a view of the change. Insufficient acknowledgments may result in application denial or processing delay.

To affected property owners: Your signature indicates that you are aware of and have reviewed the plans and application for this project. *Your signature is not approval or disapproval of the proposed change.* If you have concerns, immediately express these to the management office, preferably in writing.

Name: _____ Address: _____

Signature: _____

Name: _____ Address: _____

Signature: _____

Name: _____ Address: _____

Signature: _____