

I. MAJOR MODIFICATION REVIEW SUBMISSION CHECKLIST

1. A complete application should include:
 - a. A completed and signed New Construction Agreement
 - b. Three (3) copies of the Design Review Application and Material Specifications List.
 - c. Please make all checks certified and payable to Lake Manassas ROA
 - d. \$1500.00 Design Review Fee
 - e. \$5,000.00 to \$50,000.00 Construction Deposit (as determined by the NCC)
 - f. Provide a copy of builder' contractor's license.
 - g. Provide a PWC approved grading plan.
 - h. Three (3) sets of Recorded Plat with improvements fully depicted and fully dimensioned showing all setbacks, BRL's and recorded easements.
 - i. Three (3) sets of architectural plans, not larger than 11" x 17". Material samples and/or representative color pallets as required to review and approve color selections/samples of brick, siding, stucco, trim, shutters, roof, decking, and etc. must be included.
 - j. Three (3) full copies of PWC approved grading plan, not larger than 11" x 17", showing locations of all improvements; house, decks, pools, drives, mechanical, patios, etc. Grading plan must show if existing drainage will remain, or how drainage will be redirected. Incomplete photocopies ARE NOT acceptable.
 - k. Three (3) copies of the landscape plan. Deferral of the preparation and submission of the landscape plan shall NOT be permitted under any circumstance.
 - m. Letters of permission and/or easements required for offsite grading and Clearing.
2. Incomplete packages WILL NOT be reviewed.
3. If the application is complete, it will be forwarded to the NCC for review commencing with its meeting.
4. If the application is incomplete, the Office Manager will call you at the phone number listed on the application and inform you of the missing items. The Office Manager will provide a date by which the missing information must be provided. If not received within that time frame, the application will be returned.
5. An onsite meeting between the builder/Owner/Applicant and the NCC is preferred prior to application approval and should be scheduled with the NCC at a mutually convenient time.
6. The NCC will work with the respective applicants to achieve compliance under and with the Lake Manassas ROA Design Guidelines, but is in no way obligated to approve any Modification Request Application or Design Review Application.
7. Upon completion of the project and at the request of the Owner/applicant, an onsite meeting between the builder/Owner/Applicant and the NCC is preferred prior to final compliance approval and should be scheduled with the NCC at a mutually convenient time.
8. Any visits to the Management office are to be by appointment only.