

Request for A&ECC Review – New Construction

Return to:

**Massanutten Property Owners Association
Architectural and Ecological Control Committee
3980 Massanutten Drive Massanutten VA 22840
Office: (540) 289-9466 Fax: (540) 289-9406
E-Mail mpoa@massanuttenvillage.com**

Owner Name: _____

Unit: _____ Lot : _____ Street Address: _____

Owner Address:

Street Address: _____

City: _____ State: _____ Zip: _____

Owner Phone #s: _____

Owner E-Mail address: _____

Contractor Name: _____

Contractor Phone #s: _____

Submittal Deadline: All requests must be submitted in their entirety by 5 PM on the last Thursday of the month preceding the A&ECC meeting which is held the second Thursday of each month.

Right of Access – by signing below, the owner of this property grants the members of the MPOA A&ECC the right to enter upon this property for the review of the alterations or additions requested herein.

Owner: _____ Date: _____

All exterior materials and color samples must be included at the time of submittal. Failure to do so may result in a delay of the review.

NEW CONSTRUCTION

\$500.00 Non-Refundable Processing Fee (for new residence construction)

Make checks payable to: Massanutten Property Owners Association

NOTE: See Section NNN of the A&ECC Guidelines for a schedule of escrow fees required before approved plans can be released.

Three (3) sets of professional-quality plans must be submitted with this application.

Certified Lot Survey

- Proposed house location—minimum setbacks and dimensions to property line drawn
- First floor elevation given
- Existing and proposed altered grades shown
- Driveway/Parking—location and dimensions shown
- Driveway/Culvert—location and dimension shown
- Landscaping shown and/or proposed
- Exterior construction—walkways, walls, fences, and lighting shown
- House and drive staked and lined with construction ribbon between all stakes
- Site plan must show proposed location of portable toilet

Construction Drawings

- Dimensioned and drawn to scale, including setbacks (floor area under sloping roof calculated at five foot vertical mark shown)
- Finished square footage: Basement _____ First Fl. _____ Upper Fl. _____ Total _____ sq. ft.
- Exterior elevations—details of deck, roof, trim, foundation, piers shown
- Exterior materials—roofing, siding, foundation, chimney, and decks shown and specified on plan elevations
- Roof overhang—eave and gable measurement shown
- Construction details—footings, walls, foundation, chimney, decks, portals
- Setback variance

Unusual or special construction methods noted

Use of crane Excessive grading Retaining walls Specify _____

Type of construction

- Modular—If so, to be set in place by crane? Yes No
- Stick built
- Panelized
- Other
- Explain: _____

NEW CONSTRUCTION

Aesthetic Information

NOTE: Shingles, masonry, siding, and all color samples must be included with submittal.

<u>Exterior Finish</u>	<u>Material</u>	<u>Color</u>
Shingles		
Chimney		
Foundation Walls		
Masonry Veneer		
Siding		
Trim		
Shutters		
Door - Front		
Door – Garage		
Door - Other		
Decks		
Driveway		
Other		

I understand that failure to provide any information requested on this form may delay review of these plans. I further understand that no clearing is permitted prior to approval and that, once tree removal and/or excavation has begun, exterior alterations/additions must be completed within nine (9) months.

Each construction site is to have a portable toilet or access to other sanitary facilities. Location of portable toilet is to be indicated on site plan and will be reviewed on a case-by-case basis.

Owner: _____ Date: _____