

NEW HOME PRELIMINARY REQUEST CHECKLIST

[January 2011]

- Lot owner's annual Association fee is current.
- Application submitted on properly filled out WVA-ECC-1 Form.
- The \$250.00 filing fee has been paid.
- The request documentation includes preliminary plans consisting of a Plot Plan, Floor Plan, Elevation Plan, Grading Plan or Sketch, and Landscape Plan.
- Plot Plan, Floor Plan, Elevation Plan, and Grading Plan stamped by either a registered professional engineer or licensed architect.
- Plans provide the following information:
 - Street(s) with street name(s)
 - Property lines
 - Total Lot square feet (setbacks are based on a Lot size of 10,000 square feet to 19,999 square feet)
 - Driveway and Sidewalk location
 - House footprint
 - Setbacks (front 25 feet, sides 10 feet, rear 20 feet, except Flag Lots where the setback is 10 feet on all 4 sides)
 - Location of aboveground Utilities, such as, meters, utility boxes, propane tanks, etc.
 - Location, dimensions, and colors of walls, retaining walls, fences, and screens (cannot be over 6 feet high, except 3 ½ feet high along front of property; retaining walls over 6 feet high must have a County permit)
 - Living Area in square feet (1,000 square feet minimum)
 - Elevation views of all 4 sides of the home
 - Height from level or near level finish grade to the top of the roof (20 foot maximum), other terrain, case by case basis
 - Materials and colors of exterior surfaces, including roofing material (colors earth tone)
 - Color samples provided (sample size minimum 4 inches by 6 inches)
 - Finish floor elevation
 - Vertical distance between the surface of the street that faces the front property line to the finish grade elevation
 - Contours with no less than 2 foot intervals or intervals that are appropriate to the work in question, whichever is less

- Contours extend a minimum 5 feet into adjacent Lot(s)
- Benchmark location and elevation
- Drainage structures, if any
- Swales with flow lines
- Plan and profile view of cuts and fills
- Location and name of landscape plants and features
- Home style and colors are in harmony with the surrounding area.
- The application with attached documentation is in accordance with the Declaration of Protective Covenants and the Environmental Rules and Improvement Standards. See below for approved or disapproved variations.

_____ Date _____
 ECC Chair

Approved variations with justification: _____

Disapproved variations with justification: _____

