

Project Submission Requirements

Since projects may vary greatly in scope and complexity, project submission requirements will also depend upon the specific improvement or modification.

All improvements or modifications require submission of a completed **Project Application Form**, which is included in the back of this manual. Additional copies can be obtained from the Secretary to the Subcommittee or online at www.broadlandshoa.org.

The Individual Design Guidelines provide the best source of information related to the project and list the specific items that must be included with the application. A complete application will generally include:

- A brief written description of the project
- A site plan (if applicable) showing the location and size of the project
- Scaled drawings showing what is proposed
- Photographs of the existing condition
- A brochure, catalogue photo, or manufacturer's information of what is proposed (if applicable)
- Material or color samples (if applicable)

The completed application and related materials should be sent to:

**Secretary to the Modifications Subcommittee
Broadlands Association
21907 Claiborne Parkway
Broadlands, VA 20148
Phone 703-729-9704
FAX 703-729-9733**