



DESIGN REVIEW PROCEDURE

Plans submitted must be scaled and formatted to 24"x36" sheets and in PDF electronic format and submitted along with your check in the amount of \$500 made payable to Jeff Kudla. Deliver electronically to lucinda@lacassane.com and payment to 500 Kirby Street, Lake Charles, LA 70601, Attn: Lucinda O'Quinn.

All documents shall include the name of the project, *Wildflower at MorganField*, block and lot number, building type, owner(s)' name(s), and the date.

Step 1.

Review Documents In order to proceed, you should have reviewed the following documents:

- a. The Lot Purchase Agreement.
- b. The Design Guidelines which consists of the Regulating Plan, the Urban Regulations, and the Architectural Regulations.
- c. The Declaration of Covenants.
- d. The Design Review Procedure (this document).
- e. The list of recommended architects, landscape architects, and approved builders.

Step 2.

Sketch Review This review confirms a correct interpretation of The Design Guidelines. *Wildflower* will stamp the drawings upon approval.

- a. Form A: **Sketch Review Application**
- b. **Schematic Design Drawings** as outlined below:
 - Site Plan (1/16" = 1') showing:
 - North arrow; Building footprints with entries, porches and balconies delineated and overhangs shown as dashed lines. Drives and walks, with dimensions of each.
 - Existing trees shown. Any garden information.
 - Floor plans (1/8" = 1' or 1/4" = 1')
 - Elevations (1/8" = 1' or 1/4" = 1') showing:
 - Porches, balconies, doors, and windows.
 - Principal materials rendered and specified.
 - Height of each floor, eave and maximum height in relation to ground level.
 - Roof pitch.

Step 3.

Construction Documents Review ** Be sure to submit construction **Document Review** paperwork **before** sending project out to bid.**

This review checks the construction documents for compliance with The Design Guidelines and verifies that recommendations made at the sketch review have been incorporated. Conformity to applicable local regulations and building codes is the responsibility of your architect or builder. The use of EIFS type synthetic stucco is prohibited. *Wildflower at MorganField* will stamp the drawings upon approval.

- a. Form A: **Sketch Review Application** bearing *Wildflower at MorganField* stamp of approval.
- b. Form B: **Construction Document Review Application**
- c. Form C: **Materials and Finishes List**

d. **Construction Documents** as outlined below:

- Site Plan showing:
 - 1" = 20': Building footprints and setbacks from adjacent properties on all 4 sides.
 - Streets and sidewalks (if any)
 - (See Site Plan sketch). 1/16" = 1': North arrow; property lines; and setbacks with dimensions: Building footprints with entries, porches and balconies delineated and overhangs shown as dashed lines; location of parking on site; drives and walks with dimensions of each.
- Floor Plans (1/4" = 1') showing:
 - Rooms dimensioned and uses labeled, all windows and doors with swings shown. All overhangs of doors and roofs as dashed lines. Overall dimensions. Total square footage (enclosed and porches shown separately).
- Elevations (1/4" = 1') showing:
 - Porches, balconies, doors, and windows. Principal materials rendered and specified. Height of each floor, eave and maximum height in relation to ground level. Roof pitch.
- Details (3/4" = 1' or 1-1/2" = 1') showing:
 - Eaves, Door and window surrounds. Porches. Others as requested by *Wildflower at MorganField*.
- Exterior color swatches must be submitted for paint, trim, shutters, stucco, and brick color. Also please indicate the colors of proposed windows and doors. The use of EIFS type synthetic stucco is prohibited.
- Landscape Plan delineating tree save areas and new plantings by common specie names.
- Variances: If there are any variances to The Design Guidelines, submit a description of them and the justification based on merit or hardship. *Wildflower at MorganField* will approve, approve with stipulations, or deny continued construction. Any subsequent applications for changes or additions after initial approval will require a \$150 application fee which is due at the time of submission. The owner may also be asked by *Wildflower at MorganField* to stake out the building, garden walls, fences, and trees to be removed. If you have not selected a Builder by this time, you should do so now.