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Design Code



The development of Pointe-Marie is an exciting adventure, one in which property owners, founders, managers, staff and designers all play an important role in creating a meaningful and cohesive architectural vocabulary for the village. We welcome the opportunity to work with all of you to create a community of lasting quality, ambiance and charm.

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Definitions

Any terms not defined in this Design Code shall have the meanings set forth in the Declaration and Supplemental Declarations.

1. **Outbuilding** shall mean a roofed-dwelling Improvement located within the designated portion of the Yard on a Lot. Examples include carriage houses, guest houses, garages, cottages, etc.
2. **Height** shall mean the vertical distance between the crown of the road at the centerline of a Lot and Mean Roof Height on an Improvement.
3. **Balcony** shall mean an unglazed overhanging structure or Improvement.
4. **Porch** shall mean an unglazed roofed structure or Improvement.
5. **Yard** shall mean the open space on the same Lot as the principal building.
6. **Mean Roof Height** shall mean the highest point at the top of an Improvement or the highest point of the coping of a flat roof Improvement, the deck line of a mansard roof of an Improvement, or the mean height level between eaves and ridge for gable, hip, domed, curved, and gambrel roofed Improvements. Improvement features such as chimney height shall not be included in the methodology for measurement for Mean Roof Height.
7. **Frontage or Frontage Line** shall mean the dimension of the Lot facing the thoroughfare or street that is designed for the most traffic; may be a vehicular passage or pedestrian passage.
8. **Accessory Building** shall mean a garden structure or a non-dwelling Improvements that serve as accessories to the building located within the designated portion of the Yard on a Lot. Examples include storage buildings, cabanas, covered porches, shade pavilions, etc.
9. **Arcade** shall mean a colonnade supporting habitable space that overlaps the sidewalk, while the façade at the sidewalk level remains at or behind the Frontage Line.
10. **Ground Floor** shall mean the floor of a building at ground level.



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Final PUD Documents

The following pages show the memo of approval and please see exhibit A for the Final Development Plan and Preliminary Plat.



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Office of the Planning Commission

City of Baton Rouge and Parish of East Baton Rouge
Post Office Box 1471, Baton Rouge, Louisiana 70821

OR
1100 Laurel Street, Suite 104, Baton Rouge, LA 70802
Phone (225) 389-3144 Fax (225) 389-5342

Ryan L. Holcomb
- Interim Planning Director

May 30, 2014

MEMORANDUM

TO: WHOM THIS MAY CONCERN

FROM: Kenneth D. Moye, Land Development Planner *Km.*

SUBJECT: Prints of Approved Planned Unit Development (PUD-1-11) Pointe-Marie Final Development Plan (Phase I)

Attached, please find your copy of the approved Planned Unit Development Final Development Plan, Pointe-Marie- Phase I (PUD 1-11). This Final Development Plan was approved by the Planning Commission on May 19, 2014. This approval is valid per section 8.216 of the UDC.

KDM/kdm

Attachment

c: Charles Burris, Inspection Division/Subdivision Office
Carey Chauvin, Building Official/Commercial Plan Review
Rhaoul Guillaume
Pointe-Marie Final Development Plan (Phase I) (PUD 1-11)



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Urban Code

Please see exhibit B for the Urban Code.



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Regulating Plan: Setbacks

SETBACKS AND HEIGHT LIMITATIONS						
				SETBACK FT		
	MIN STORIES	MAX STORIES plus tower (max 20 ft.)	MAX FT*	FRONT	REAR	SIDE
HOTEL-COMMERCIAL/ RESIDENTIAL	2	4	85	1 (plus a minimum 10-foot arcade on ground floor)	5	0
RESIDENTIAL/MIXED USE /MULTIFAMILY	2	4	85	1	5	0
ARTIST COLONY	2	3	70	0	50	0
VILLAGE RESIDENTIAL (CENTRAL SQUARE)	1	2	45	10	5	5**
OUTBUILDINGS	1	2	45	6	3	3
MOTOR COACH SQUARE OUTBUILDINGS	1	1.5	25	10	5	5
VICTORY PARK OUTBUILDINGS	1	1.5	25	10	5	5
MOTOR COACH PRESERVE OUTBUILDINGS	0	1.5	25	10	5	5
		*MEAN ROOF HEIGHT **NON-ALLEY LOADED LOTS REQUIRE SIDE SETBACKS OF FIVE FEET ON ONE SIDE PLUS 8 FEET SIDE SETBACK ON THE OPPOSITE SIDE				

All Towers must be submitted to the Design Review Board for approval.



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Porch steps, Porch overhangs and mechanical/ HVAC equipment may be located in the Village Residential (Central Square) setbacks if approved by the Design Review Board.

Parking Standards

1. Lots in residential districts must include a minimum of two parking spaces. Parking on private streets and alleys are subject to the terms of the Declaration and Supplemental Declarations.
2. Minimum required parking is set forth on the PUD Circulation Plan. Additional parking requirements may be set forth in the Declarations or Supplemental Declarations.
3. Commercial or public parking Lots shall be masked from the Frontage by a liner building, a street wall, and/or a hedge.
4. Pedestrian entrances to all parking Lots and parking structures shall be directly from a Frontage Line.
5. The vehicular entrance/exit of a parking Lot or structure on a Frontage shall be no wider than 30 feet.
6. Bicycle and golf cart parking at all community facilities and businesses shall be located closer to the entrance of an Improvement on a Lot than all non-handicapped parking.



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Building Types

1. **Commercial Mixed-Use Building:** A flexible commercial building type with commercial and office uses on all floors, including hospitality uses (hotels). Commercial buildings have floorplates deeper than residential ones. This type lines urban blocks with a continuous street wall with large parking Lots or structured parking behind. Syn.: Commercial Building, Office Building, Hotel
2. **Residential Mixed-Use Building:** A flexible commercial building type with a mix of commercial, office and residential uses. Commercial buildings have floorplates deeper than residential ones. This type lines urban blocks with a continuous street wall with large parking Lots or structured parking behind. Syn.: Commercial Building, Office Building
3. **Apartment Building:** A flexible residential building type accommodating multiple dwellings disposed above and beside each other, sharing a common entry. This building type is similar in massing and floorplate to Mixed-Use Buildings and can easily be retrofitted for commercial uses. This type also lines urban blocks with a continuous street wall with large parking Lots or structured parking behind. Some types have tucked-under parking garages, similar to the Live-Work Townhouse.
4. **Live-Work Unit:** A mixed-use building type with one dwelling above or behind a commercial space. In many cases this type resembles a condominium, townhouse or row house with a ground floor space sized for commercial use. Typically, ownership is divided vertically along Lot lines with a single owner occupying the ground floor commercial space and the residential space above. The flexibility of this type allows the ground floor use to adapt to market demands and become commercial, office or residential space.
5. **Apartment House:** A residential building type accommodating multiple dwellings disposed above and beside each other, sharing a common entry. This type resembles a large house or mansion that has been divided up into multiple apartments. The massing is non-continuous and transitions nicely into residential single-family neighborhoods. (Example: 6-Pack Flats)
6. **Courtyard House:** A building type that surrounds one or more private yards. This is a functionally flexible type because it can shield the private open space from a public realm of great intensity.
7. **Promenade House:** A small detached house located on a smaller Lot fronting a park, pedestrian street or path instead of a vehicular street.
8. **Village House:** An edge-yard building type consisting of a single-family dwelling on a moderately sized Lot, sometimes shared with an ancillary building in the rear Yard.



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9. **Esplanade Villa:** An edge-yard dwelling type consisting of a single-family dwelling on larger Lots, sometimes of rural character, sometimes shared by one or more ancillary buildings.

11. **Outbuilding:** A roofed Improvement located within the designated portion of the Yard on a Lot. Examples include covered porches, shade pavilions, cabanas, storage buildings, carriage houses, guest houses, garages, cottages, etc.

Building Function Standards

To the extent not prohibited by the PUD, Declaration or any Supplemental Declarations, the Design Review Board may consider the following Conditional Use Regulations during the plan review process:

1. Any drive-through facility shall be designed so as not to impede or impair vehicular and pedestrian traffic movement or exacerbate the potential for pedestrian / vehicular conflicts.
2. In no instance, shall a drive-through facility be permitted to operate which endangers the public safety, even if such land use has been permitted under the provisions of this section.
3. All vehicular areas (driveways, parking areas, etc.) shall provide a surface paved with concrete, framed and accented by pavers or pavers matching the street or alley material which is designated to meet the requirements of a minimum 4-ton axle load.
4. In addition to the specific standards above, and to the extent not prohibited by the PUD, Declaration or any Supplemental Declarations, the Design Review Board may consider the following Conditional Use Regulations during the plan review process:
 - a. How the proposed conditional use (the use in general) is in harmony with the purposes, goals, objectives, policies, and standards of the Circulation Plan, PUD, Declaration and Supplemental Declarations.
 - b. How the proposed conditional use (in its proposed location) is in harmony with the purposes, goals, objectives, policies, and standards of the Circulation Plan, PUD, Declaration and Supplemental Declarations.
 - c. Whether the proposed conditional use, in its proposed location and as depicted on the required site plan, results in a substantial or undue adverse impact on the adjacent property, the character of the neighborhood, environmental factors, traffic factors, parking, public



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Improvements, public property or rights-of-way, or other matters, affecting the public health, safety or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions and policies of the Circulation Plan, PUD, Declaration and Supplemental Declarations.

- d. Whether the proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property as directed by the Circulation Plan, PUD, Declaration and Supplemental Declarations.
 - e. Whether the proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the Improvements, facilities, utilities, or services provided by public agencies serving the subject property.
 - f. Whether the potential public benefits of the proposed conditional use outweigh the potential adverse impacts of the proposed conditional use and identified above, after taking into consideration any proposal by the petitioner and any requirements recommended by the petitioner to ameliorate such impacts.
5. All plans for the construction, repair or physical alteration of any Improvements to or on a Lot shall comply with the Design Code, PUD, Declaration and Supplemental Declarations and shall be submitted to the Design Review Board in advance.
 6. In conducting such plan review, the Design Review Board may make suggestions for the types of materials, colors, massing of buildings, structures, and Improvements in Pointe-Marie Village. Development standards with respect to the appearance of Improvements, uniformity of appearance, colors, and materials shall be governed by this Design Code, PUD, Declaration and Supplemental Declarations for Pointe-Marie Village.
 7. In reviewing any application, the Design Review Board shall confirm that the proposed Improvements will conform to proper architectural standards of appearance and design and will be in general conformity with the style and design of surrounding structures. These criteria plus those below are not intended to restrict imagination or variety, but rather to assist in focusing on design principles which can result in creative solutions that will develop a satisfactory visual appearance within the community, preserve taxable values, and promote the public health, safety, and welfare.

General Architectural Guidelines



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1. Architectural style is restricted to French Colonial, Creole, Acadian and Caribbean based in classic vernacular styles. Evaluation of the appearance of any Improvements shall be based on the quality of its design and relationship to surroundings.
2. Buildings and Improvements shall have good scale and be in harmony with permanent neighboring development.
3. Building components, such as windows, doors, eaves, columns, column bays, dormers, roofs, roof slopes and parapets, shall have good proportions and relationships to one another.
4. Materials shall have good architectural character and shall be selected for harmony of the building and adjoining buildings.
5. Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall have similar materials, or those that are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from common areas.
6. Materials shall be of durable quality.
7. In any design in which the structural frame is exposed to view, the structural materials shall be compatible within themselves and harmonious with their surroundings.
8. Mechanical equipment or other utility hardware on roof, ground, buildings, or Improvements may be required to be screened from public view from the adjoining property at street level with materials harmonious with the Improvements or they shall be so located as not to be visible from any Common Areas when viewed from street level.
9. Exterior lighting shall be part of the architectural concept. Fixtures and all exposed accessories shall be harmonious with building design. Cut sheet of exterior lights must be included in the submission for plan approval.
10. To the extent permitted by the Declaration and any Supplemental Declaration, refuse and waste removal areas, service yards, storage yards, and exterior work areas shall be screened from view from common areas with screening masses compatible to the building design.
11. In addition to the requirements set forth in the Declaration and any Supplemental Declarations, the following factors and characteristics, which affect the appearance of a development, shall govern the evaluation of an application:

- a. Preservation of natural landscaping



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- b. Conformance to Design Code, PUD, Declaration and Supplemental Declarations
- c. Logic of design
- d. Exterior space utilization
- e. Architectural character
- f. Attractiveness
- g. Material selection
- h. Conformity and compatibility with existing architectural styles
- i. Traffic circulation — vehicular and pedestrian
- j. Maintenance aspects

Permitted Uses

1. Permitted uses in each phase of the development/districts shall be restricted by the PUD, Declaration and Supplemental Declarations.



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Architectural Code

The following General Conditions shall apply unless prohibited or restricted by the PUD, Declaration and Supplemental Declarations:

General Conditions

- 1) All plans and designs must be approved by the Design Review Board.
- 2) All plans for the construction, repair or physical alteration of any Improvements to or on a Lot shall comply with the Design Code, PUD, Declaration and Supplemental Declarations and shall be submitted to the Design Review Board in advance.
- 3) The Design Review Board shall review all applications for conformance with the Pointe-Marie Design Code. In addition, the Design Review Board shall review any and all aspects of architectural design that affect the character of Pointe-Marie, including but not limited to building placement, form, proportions, height and massing; and exterior details, materials, and color.
- 4) Building elements, fixtures, and materials specifically noted herein are subject to approval by the Design Review Board and shall be drawn and noted in submitted plans at the appropriate phase of design approval. Failure to do so may result in re-submittals and delay of the approval process.
- 5) Based upon such review, the Design Review Board shall approve, approve with stipulations, or disapprove applications for construction in its sole and uncontrolled discretion.
- 6) Variances to the Architectural Code may be applied for in the design-approval process and are granted at the sole discretion of the Design Review Board. Variances shall not be approved based on existing precedents nor shall approved variances be considered precedents for future applications.
- 7) The Design Code and its enforcement through review and approval are intended to regulate the aesthetic character of Pointe-Marie. All applications for building or Improvement construction are required to conform with applicable building and life safety ordinances, and applicants shall be responsible for obtaining all necessary permits and approvals from local regulatory agencies. In any case, where building, Improvements, or life safety ordinances conflict with the Design Code of Pointe-Marie, the Design Review Board shall be notified of the conflict.
- 8) The Design Code may be amended or supplemented by the Declarant in its sole discretion, without the approval of any Person, Owner or Mortgagee.



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- 9) The following shall be subject to approval from the Design Review Board: Brick, mortar colors, awning colors and patterns, fence designs and exterior light fixtures.
- 10) To the extent permitted by the Declaration and any Supplemental Declarations, the following shall be submitted to the Design Review Board for approval and if permitted, shall only be allowed in rear yards and where not easily visible from streets or paths: HVAC equipment ("silent" models preferred), utility meters, permanent grills, permanent play equipment and hot tubs (those at ground level must be covered).
- 11) The following shall not be permitted: Panelized wall materials quoins, keystones or wall perforations, window air-conditioning units, exterior fluorescent lights, exterior flood lights, above-ground pools, (except those of the inflatable variety), scroll work and external alarm systems.
- 12) Stormwater Management: All Lots shall follow the Prescribed Drainage Measures listed below, or may submit an alternative drainage plan certified by a civil engineer as fulfilling its stormwater management requirements.
- 13) Elevation of buildings: Main buildings shall be elevated using raised slab wood or masonry pile foundations, or masonry stem walls and spread footings.
- 14) Finished floor elevations shall be a minimum of twenty-four inches above existing sidewalk with an exception for garages.
- 15) Adequate provisions shall be made for storm-water management on each Lot. Gutters discharging in front yard rear setback areas shall be collected to the interior of the Lot through underground piping. For all Courtyard Homes, courtyard/site drainage shall be designed and certified by a Louisiana licensed civil engineer.
- 16) All signs shall be subject to the terms of the Declaration and any Supplemental Declarations.

Massing

Preferred massing should follow that of the historic types as illustrated in Louisiana Speaks.

Excluding Porches and Balconies, the massing is limited to a maximum of 3 plan rectangles: These corresponding to main house, wing and garage.

1. Buildings shall be oriented parallel to a straight principal frontage line or on a line tangent to a curved frontage line. Lots shall have their principal frontage determined by the Design Review



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Board in its sole discretion. Principal frontage lines should be confirmed with the Design Review Board. Exceptions on irregularly shaped Lots shall be reviewed by the Design Review Board.

2. Houses on corner Lots shall have composed facades on both street frontages
3. The Declaration and Supplemental Declarations may require ground finished floors of building and Improvements to be raised a minimum of twenty-four (24") inches above the average sidewalk grade along the building frontage.
4. The Declaration and Supplemental Declarations may require permitted courtyards or patios within attached building types shall to be a minimum or maximum distance below adjoining gallery or interior-finish floor.
5. Owners and architects are responsible for verifying locations of existing site utilities prior to design and construction. Relocation of utilities, if required and approved by the Design Review Board, shall be the owner's responsibility and at owner's cost.

Building Walls

1. Exterior building walls shall be made of concrete/masonry or wood stud and finished in stone, brick, stucco, or wood. Wood finishes included: wood clapboard, smooth sided Hardi plank, board and batten, or board on board, and then sealed with an approved color of paint or stain. All paint and stain colors must be approved for the location of use. Stucco finish shall be smooth (steel-troweled) only. The following items are prohibited: exposed CMU, wood grained Hardi siding/cement board.
2. Where a building party wall directly abuts a future building party wall, owners must provide +/- 1" setback from property line to accommodate stucco finish at outside face of party wall.
3. Foundation Walls, Piers and Pilings shall be parged block, smooth-finished poured concrete or wood. Retaining Walls shall be masonry and finished in stone, brick or stucco.
4. Undercrofts shall be skirted. Horizontal wood boards or framed wood may be installed, with spaces between members not larger than 1.5" or smaller than 0.75". Lattice (horizontal and vertical only) maybe installed between wood piers and pilings, and brick screens may be installed between concrete piers and pilings.



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5. Foundation walls may be articulated with projected stucco, exposed concrete, or stone facing. Stone facing shall be aligned with the wall. Stone must be natural stone.
6. Fully articulated Classical Orders shall be reserved for Civic Zones. Simplified classical wall elements, including but not limited to pilasters, entablatures, lintels, pediments, cornice eaves, and related moldings are permitted subject to approval of Design Review Board. Such elements shall be made of concrete, stucco, wood or stone.
7. Wall parapets may be flat, beveled, or rounded in section and may be horizontal or profiled in elevation. Profile designs are subject to approval of Design Review Board. Parapet copings shall be made of stucco, concrete, or stone.
8. Mechanical and non-mechanical foundation or wall vent openings shall be made of cast concrete/masonry units, wood or lattice/louvers, or ornamental metal grilles, subject to approval of Design Review Board.
9. Exterior stucco shall be applied without visible control joints and to temporary grounds at all corners and projections. Permanent beads or stops and control joints are strictly prohibited. Architects are advised to note as such in final building plans and to notify builder prior to stucco application.
10. All stuccoed wall surfaces shall be primed and painted. Walls and Fences shall generally be constructed of the same material as the first floor of the primary building. Masonry piers with pickets made of wood or wrought iron (or approved metal) may replace solid masonry walls. Masonry walls shall be made of stuccoed or brick-clad concrete while gates shall be wood or wrought iron (or approved metal). Walls may be perforated.
11. Prohibited:
 - a. Panelized wall materials
 - b. Precast or foam applied molding (except when encased in 3-coat stucco finish), and trim or Plastic or metal stucco beads or stops
 - c. Stucco control joints where visible from a common area (except at abutment to adjoining house— placement to be coordinated with the Design Review Board)
12. Building walls may be built of no more than two materials and shall only change material along a horizontal line, i.e. board and batten may be combined with wood siding when the material change



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occurs horizontally. (typically at a floorline) With the heavier material below the lighter. Walls of a single building must be built in consistent configuration. Wood clapboard shall be horizontal.

- a. Siding shall be horizontal maximum 8" to the weather.
- b. Exposed Corner Joints are encouraged and shall be mitered.
- c. Stucco or plaster coating may be applied to concrete block or poured concrete. Stucco shall be steel troweled smooth finish.
- d. Foundation Walls for the primary building shall be exposed a minimum of 18" and a general maximum of 36" above grade.
- e. Trim shall be minimum grade "B" trim lumber and shall not exceed 6" in width at corners and 4" in width around openings except at the front door where it may be any size or configuration. Exceptions may be granted for classical detailing. All trim must be smooth wood not to exceed 1 ½' thickness. Wood grained Hardi/cement board is prohibited.

Roofs & Eaves

1. Roofs shall be clad in one of the following materials, in its natural color: galvanized aluminum in matte natural color galvanized color (5-V crimp or standing seam allowed), and slate as approved by the Design Review Board). Accent roofs metal of a charcoal color specified by the Design Review Board. Shingle roofs require overlapped clay ridge and hip caps as per colors and specifications as per the exhibit provided by the Design Review Board.
2. Gutters and Downspouts, when used, shall be made of galvanized steel, copper (not copper-coated), anodized or ESP aluminum in seamless half round or square profile. Metal chains may be used in lieu of downspouts. Downspouts shall be placed at the corner of the building least visible from nearby streets. Splash blocks shall be made of concrete, brick or gravel.
3. Flashing shall be copper, lead or anodized aluminum.
4. Flashing, gutters and downspouts shall be allowed to age naturally (not painted or sealed).
5. Principal building roofs on all freestanding buildings shall be a symmetrical hip or gable with a slope of 6:12 to 16:12. Also allowed are gabled hips, hipped gables, and flared hips. Historically authentic mansard roofs are also permitted when approved by the Design Review Board. Where garages



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meet in a party wall condition, gabled ends or flat roofs are encouraged. Principal building roofs facing a common area with ridge parallel to common area shall have a minimum 10:12 slope. Principal building roofs may be flat with parapet.

6. Ancillary building roofs (attached to or detached from principal walls or roofs) may be gabled, hipped, shed (no less than 6:12), domed, vaulted, or flat with a parapet. Roofs on towers shall be flat, domed or have a slope which matches the primary structure. Pigeonnier roof slopes may exceed 12:12.
7. All uninhabitable flat roofs shall be finished with a uniform topping of crushed limerock or painted white.
8. Parapets are encouraged to reflect vernacular conditions as found in French Colonial, French Creole, and Franco-Caribbean colonial towns. French and Parisian influences are acceptable based upon architectural merit and as approved by the Design Review Board.
9. Eaves shall be continuous, unless overhanging a balcony or porch. Roof slopes may break to a shallower pitch at the eave. A broken pitch roof (a roof which becomes shallower in slope at one-third of the distance from the eave to the peak) is encouraged. Bell curve eaves in the French Colonial/Creole tradition are encouraged. Corniced eaves are permitted if approved by the Design Review Board.
10. Eaves on the main building shall have an overhang that is either shallow (10"-16") or deep (32"-40"). Eaves on Outbuildings shall match the eaves of the main building if the latter are shallow, or shall be approximately half the size of the eaves of the main building if the latter are deep.
11. Eaves projecting more than six inches (6") shall be exposed and finished underside with roof tile and battens or wood decking. Eaves projecting six inches (6") or less may be exposed or closed with a concrete or stucco cornice molding.
12. Eaves may be exposed or closed with a concrete or stucco cornice molding
13. Exposed eaves shall be finished underside with roof tile and battens or wood decking.
14. All exposed eaves shall be supported by painted KDAT wood rafter ends.
15. Building eaves extended to form balcony and porch roofs shall be exposed, with all required structural connectors concealed from view.
16. Beams and columns must be aligned.



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17. Bay window roofs shall be independent of building roof and shall be hipped or shed.
18. Parapets at uninhabited roofs shall be at minimum eighteen inches (18") high.
19. Primary roofs and ancillary or incidental pitched roofs of stoops, porches, canopies, bay windows, pigeoniers, and the like may be made of metal or shingles.
20. Exposed gutters shall be square or half-round in profile. Downspouts shall be round in profile. Gutters and downspouts shall be made of unpainted copper to match flashing. Rain chains are permitted in lieu of leaders. Where extending over adjacent property line(s) or paths, gutter(s) are required and shall be returned within property lines wherever possible. Gutters may be concealed in roof or attached to eaves.
21. Dormers shall light habitable spaces, placed a minimum of 3" from side building walls, and have shed roofs with a minimum slope of 3:12 or hipped roofs with a slope to match the principal structure. Eyebrow dormers are also encouraged.
22. Roof Penetrations except stucco or brick chimneys, shall be placed so as not to be easily visible from streets or paths. Roof penetrations, except stucco or brick chimneys, shall be painted to match the color of the roof, except those of metal which may be left unpainted.
23. Skylights are permitted. Lanterns are permitted on pitched or flat roofs, subject to approval of the Design Review Board.
24. Prohibited:
 - a. Precast cornice moldings
 - b. Pressure-treated wood at exposed rafters
 - c. Rectangular or ogee-profiled gutters and leaders

Doors & Windows

1. Exterior doors shall be made of wood or metal-clad wood with impact-resistant glazing. Unglazed entry doors shall be of flat-paneled or board-faced construction. Exterior doors not along a street frontage may be made of flush wood or aluminum. All exterior doors shall be installed with brick molds. Doors shall be painted or stained.
2. Front doors including the entry door to the porch on Sideyard houses shall be located on the frontage line. However, for houses on corners, the principal entry shall be located on the side of the



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house facing the larger street. In the case of Courtyard Houses, front doors on corner Lots must always be located on the flank side of the house. Paired main entry doors shall be a maximum of four feet (4') finished opening.

3. Doors shall be hinged and, except for garage doors, shall be constructed of planks or raised panels (not flush with applied trim) which express the construction technique.
4. Garage doors shall be overhead sectional or side-hinged and shall be made of wood or metal. Metal doors shall be faced in wood at exterior and shall resemble swinging doors. Garage door design must be approved by the Design Review Board.
5. Garage door openings shall be a minimum of 8 ft. tall.
6. Garage doors facing an alley shall have a cantilevered light fixture centered above the door with an incandescent or LED bulb equivalent to 40 watts activated by a photocell. Garage doors shall be painted or stained.
7. Windows shall be predominantly operable sash type and made of wood or metal-clad wood with impact-resistant glazing. Windows and doors shall be glazed with clear glass, except as otherwise required. All windows shall be installed with brick molds.
8. Casement and fixed-window types may be used incidentally. Fixed windows must be sash set. Figural windows are permitted, subject to approval of Design Review Board.
9. Windows shall be rectangular, vertically proportioned and operable. Transoms may be oriented horizontally with panes having other opening configurations, but primarily horizontally proportioned. Multiple windows in the same rough opening shall be separated by a 4" minimum post or 1-1/2" wide minimum mullion. Windows and exterior doors shall be mounted within wall thickness at centerline or toward interior face of wall to allow operable shutters to be flush with exterior wall when closed. Window sills in masonry construction shall project a minimum of 1" from the face of the building.
10. Window Muntins are encouraged and shall be true divided lite or fixed on the interior and exterior surfaces. Individual window and door lites shall create panels of square or vertical proportion in 2:3 ratio. Lites within windows and doors of differing sizes shall be similarly proportioned. Individual lites shall be vertically proportioned. Muntins shall be traditionally profiled and no greater than one inch (1") in width.



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11. Storefront windows in Village Center may be square in proportion, fixed, and made of wood or metal-clad wood. Metal windows are subject to approval of Design Review Board. Storefronts shall be painted a dark gloss color.
12. Bay windows shall extend to the ground or be supported by wood or concrete brackets of appropriate scale. Sides shall return to the building wall at a 45° or 90° angle.
13. Bay window walls may be faced in wood siding.
14. Shutters shall be made of wood or a composite material (i.e.: composite PVC) approved by Design Review Board. [Timberlane Woodcrafters and Atlantic Premium Shutters make acceptable wood composite shutters.]
15. Shutters shall be operable, top- or side-hinged, or a combination, Shutters shall be properly sized to opening and equipped with holdbacks at building wall. Shutters shall be in louvered panel, solid panel (recessed), board-and-batten, or diagonal plank construction. Combinations of these types are permissible (i.e.: 2-panel shutter with louvers above and soled panel below) and are subject to approval of Design Review Board. Decorative cutouts are permitted subject to approval of the Design Review Board.
16. Security Doors and Window Grilles must be approved by Design Review Board.
17. Storm Windows and Screens shall be integral with the window. Screens shall be made of aluminum, brass, bronze or black vinyl.
18. Driveway Gates shall be in-swinging and have a maximum opening width of 12'
19. All wood doors, windows, shutters, entry doors, and gates can be either primed and painted or stained.
20. Crawl spaces shall have openings with vertical metal bars or vertical or horizontal lattice. Wire mesh behind the bars is required. For buildings with a masonry ground floor, undercroft openings for drainage and ventilation shall be a maximum of 1' tall and 3' wide.
21. Stucco Trim articulations shall be subject to approval by the Design Review Board.
22. Prohibited:
 - a. Horizontally sliding doors or windows
 - b. Radius bay windows



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- c. Dark-tinted or reflective glass
- d. Glass block visible from a common area
- e. Applied door moldings
- f. Window-mounted air conditioning units
- g. Molded PVC Shutters

Galleries, Porches, Stoops & Balconies

1. Porches shall be a minimum depth of 8 feet. Galleries at retail frontage shall be continuous along frontage and made of wood or metal. Decking at second- and third-story floors shall be made of wood, and railing shall be made of metal.
2. Attached Porches are not permitted in Village Center along a Common Area.
3. Stoops are permitted at all building entries and may be covered by roofs or canopies. Stoops shall be no greater than 8 feet in length or depth.
4. Awnings shall have a metal structure covered with canvas or synthetic canvas in retail areas.
5. Galleries, colonnades, arcades, balconies and breezeways shall have vertically proportioned openings.
6. Porches, stoops, and balconies shall be made of stuccoed concrete/masonry, brick, stone, metal or wood. Stucco finish shall match building wall finish. Flooring at entry stoops, porches, and steps shall be made of stone, wood, exposed concrete, concrete pavers, brick, or colored cement tile. Tile, stone and brick selection is subject to approval of Design Review Board.
7. Porch and stoop roofs may be exposed or closed with wood deck or panel-and-batten ceiling. Balcony roofs shall be exposed. Required structural connectors at all exposed roofs shall be concealed from view.
8. Porch Railings shall be made of wood while Porch Floors and Posts may be wood or masonry. Porches may be enclosed with screens; Porch ceilings may be enclosed with painted wood; exposed joists shall be painted or stained.
9. Piers, columns, and posts shall be spaced to form square or vertically proportioned bays.



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10. Piers and arches shall be made of stuccoed concrete/masonry, wood, stone or brick and shall be no less than twelve inches (12") in thickness. Metal colonnettes [define] shall be no less than 4" diameter. Wood structural posts shall be no less than six inches by six inches (6" x 6") nominal dimension.
11. Balconies shall be structurally supported by concrete beams or profiled sills, metal columns, joists or beams or metal brackets of appropriate scale, wood beams or brackets of appropriate scale.
12. Railings shall be made of wood or decorative metal with top and bottom rails. Railing enclosure shall be composed of pickets, spaced boards, or metal bars, centered on top and bottom rails. Decorative cutouts and picket patterns are permitted, subject to approval of Design Review Board.
13. Wood top rails shall be eased and bottom rails shall have a vertical section. Top and bottom rails shall be centered on the boards or pickets. The openings between the members shall be a minimum of 1" and a maximum of 4".
14. Openings in stuccoed concrete/masonry guard walls may be infilled with concrete screen block, brick, metal grilles, or wood railing, subject to approval of Design Review Board.
15. Screened porches are permitted. Screens shall be installed within porch structure openings, made of black vinyl, aluminum or bronze, and framed in wood and installed behind framed railings.
16. Column/post and beam faces shall be aligned and beams shall be exposed at interior face. Cased beam fascias shall overlap beam soffit.
17. Fully articulated Classical Orders shall be reserved for Civic Zones. Simplified classical elements, including column and post bases and capitals, beams, and pediments are permitted, subject to approval of Design Review Board.
18. All stucco, metal, and wood at galleries, porches, stoops, and balconies visible from a common area shall be primed and painted, or stained. Wood floor decking may be stained or left unpainted.
19. Prohibited:
 - a. Unroofed wood decks in the front but is allowed in interior yard
 - b. Decorative scrollwork, molding or carving
 - c. Pressure treated wood when exposed to view. Pressure treated wood exposed to view must be planed and painted KDAT.



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Fences, Garden Walls, Gates & Paving

1. A front fence is required in all Central Square District Lots.
2. The front fence must be:
 - a. Wood construction
 - b. All Fences are to be painted white
 - c. Pickets must be nominally 2" x 2" pickets placed at 3" on center.
 - d. The fence structure should be 36 inches in height.
 - e. Fence posts with or without decorative cap may be no more than 42 inches in height.
 - f. The design of fence must not be repeated within 500 ft.
 - g. Picket fences must return along the side property lines to align with the front elevation of the house.
3. Approved fences and walls are allowed at all Central Square side and rear adjoining Lot lines. Such fences and/ or walls shall not exceed six (6) feet in height unless otherwise approved by the Design Review Board.
4. All side walls and/ or fences must be offset from the front elevation of the home and connect to the picket fence return as per Section 2(g) above.
5. Fences made me made of wood and/or wrought iron or "wrought iron shaped" aluminum.
6. Garden walls and piers shall be made of stucco over frame, concrete/masonry with stucco, wood, stone or brick.
7. Garden walls and piers shall be capped with a coping made of stucco, wood, concrete, brick or stone.
8. Garden wall bases may be articulated with projected stucco, wood, exposed concrete, brick or stone facing. Stone facing, if used, shall be 1 ½" minimum in thickness or shall be flush with stucco.
9. Fences and/or garden walls facing a common area shall abut existing garden or building walls and shall provide a vertical and/or horizontal transition to existing walls as required.



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10. Non-passage openings on walls or fences greater than twenty-four inches (24") in width or height shall be provided with wood or masonry screens, subject to approval of Design Review Board.
11. Gates in garden walls shall be made of wood or decorative metal in paneled, board-and-batten, or picket construction. Decorative cutouts and picket patterns are subject to approval of Design Review Board.
12. Gates in building walls may be made of wood and/or metal. Decorative metal work is subject to approval of Design Review Board.
13. Driveway gates are required for driveways or parking courts accessed from a street. Gates shall be in-swinging, made of wood or decorative metal, and shall not exceed ten feet (10') in width.
14. All garden walls and fences shall be primed and painted. Gates may be painted or stained.
15. Paving associated with residential building entries, driveways, garage aprons, and on-site parking areas shall conform to the Building Function Standards, Item 3, as set forth herein.
16. Edge restraints shall be required and must be approved by the Design Review Board.
17. Radiused corners at driveway entries shall not exceed five feet (5').
18. Paving within private Yards and courts not visible from a Common Area and uncovered by roofs shall be composed of at least fifty percent (50%) pervious materials.
19. Prohibited:
 - a. Applied moldings at gates
 - b. Fiberglass, or vinyl gate and fencing material
 - c. Raised concrete curbs

Building Elements

1. Towers, where allowed, play a civic role. Their positions on private Lots shall intersect the centerline axis of the view to which they respond. A tower consists of a structure which protrudes one story (maximum of 20 feet) above the mean roof height of the principle structure, and shall be enclosed at the ground floor while the final floor may be enclosed or open air.
2. Chimneys shall be finished with stucco, brick or stone. Flues for pot belly stoves shall be metal.



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3. Chimneys shall be a min 2:1 proportion in plan and capped to conceal spark arresters. Flues shall be no taller than required by the Building Code. Fireplace enclosures and chimneys shall extend to the ground.
4. Chimney tops and flue caps may be formally elaborated, subject to approval of Design Review Board.
5. Exterior stairs, when visible from a common area, shall be made of stuccoed concrete/masonry, brick or stone. Masonry finish shall match building wall finish. Wood stairs are permitted on porches and stoops in residential districts. Flooring at steps and landings shall be made of exposed concrete, concrete pavers, brick, colored cement tile, or stone. Tile and brick selection is subject to approval of Design Review Board.
6. Wood Elements must be painted or sealed with an opaque or semisolid stain of colors approved subject to location of use, except walking surfaces which may be left natural.
7. Metal elements shall be natural-colored galvanized steel, anodized or ESP aluminum or manne-grade aluminum.
8. Classical Columns and Arches are reserved for the civic and commercial buildings. The Orders shall be Tuscan or Doric with correct proportions and profiles according to The American Vignola. Arches shall be no less than 8" thick.
9. Chimneys, wall buttresses (sixteen-inch [16"] minimum thickness), planters, fountains, basins, benches, and related civic amenities are allowed to encroach in required setback areas along pedestrian frontages. Decorative elements related to such features are subject to approval of Design Review Board.
10. Awnings shall be rectangular in shape with straight edges. Awnings may have side panels but shall not have a bottom soffit panel. Awnings shall not be backlit.
11. In-ground swimming pools may be approved within private Lots provided they are not readily visible from a Common Area. These will be considered a hard surface to be included in the total allowable footprint. Fountains and water basins may be approved.

Lighting & Signage



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1. A minimum of 1, gas lantern located at the front of the house at the sides of the entry door facing a common area in residential districts. Size of the lanterns subject to approval of the Design Review Board.
2. Exterior Lighting shall include the following, activated by photo voltaic cells, the equivalent of one 40-watt maximum incandescent light at each front door and garage door, and the equivalent of one 25-watt maximum incandescent light at pedestrian paths, where applicable and a minimum of two 25-watt maximum equivalent on all property lines that are adjacent to pedestrian and bike paths.
3. To the extent permitted by the Declaration and any Supplemental Declarations, signs within the Village Center may be made of wood, cast aluminum, or thickly enameled steel. Further, such signs attached to buildings within the Village Center shall be integral with the storefronts, no larger than 18" in height and externally lit.
4. In Central Square and in RV Resort districts, it is encouraged to have a wooden sign consisting of up to 4 white planks each 2 inches tall by 18 inches long with 1 ½ inch lettering painted Wedgewood Blue #4c6b88 indicating the name of the home and its residents. There shall be no signage of any kind delineating that any Pointe-Marie home or Lot is for sale.

Structured Wiring & Home Automation

1. All structured wiring and home automation installations and the results thereof that can be experienced from beyond the boundaries of a Lot must be approved by the Design Review Board. No installation will be allowed that infringes upon the quiet enjoyment of other residents and guests.

Color

1. All Exterior Wood Siding shall be stained or painted. Marine oil may be used as a substitute for staining. Colors shall be approved by the Design Review Board.
2. Building Walls shall be one color per material used, lighter at the masonry base and darker at the wood second floor.
3. Colors of stucco shall be warm in tone and in the off-white, buff, light warm grey range, subject to approval from the Design Review Board. Paints for masonry applications shall have a flat finish.



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4. An Accent Color, for items such as the front door, pickets, trim and shutters may be used subject to approval from The Design Review Board.
5. Walls and Fences shall be in the range of colors approved for their respective materials. Other colors may be added to the Paint & Stain List after consultation with the Design Review Board. Please refer to our current listing for pre-approved colors.

Pre-Approved Paint and Stain List

The location of use for all colors of paint and stain must be approved by the Design Review Board

Pre-approved paint and stain colors will be provided upon request.

Landscape Code

1. Landscaping plans must be submitted to the Design Review Board for approval.
2. Landscape Plans indicating existing vegetation to remain (to be fenced temporarily during construction), proposed new vegetation identified by botanical name, common name, size, and quantity as well as landscape lighting and irrigation plan shall be included.



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Design Review Policy

1. The function of the Design Review Process is to encourage the architectural harmony of Pointe-Marie. Owners are bound by regulations defined in the PUD, Design Code, Declaration and Supplemental Declarations.
2. No Improvements shall be commenced, erected or maintained, nor shall any addition, change or alteration of any kind thereto be made, on a Lot, until:
 - a. plans and specifications prepared by (or stamped by) an approved designer or architect licensed under the laws of Louisiana, showing the nature, kind, shape, height, materials, floor plans, elevations, exterior color schemes, locations, and the grading and drainage plan of the Lot and plans for landscaping of the Lot on which the Improvements are to be erected and all other requirements of the Design Code shall have been submitted to and approved in writing by a majority vote of the Design Review Board and a copy thereof as finally approved lodged permanently with the Design Review Board;
 - b. a complete list of all builders, contractors and architects that will perform work on a Lot is submitted in writing by the Owner to the Design Review Board and is approved; and
 - c. Owner complies with the plan approval process and all requirements of the Declaration and all Supplemental Declarations.
3. Limitations of Responsibilities. The primary goal of Design Review Board is to review the plans and construction documents to ascertain that the Improvements will thoroughly comply with the Design



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Code, PUD and all the restrictions set forth in the Declaration and any Supplemental Declarations. The Design Review Board does not assume responsibility for the following:

4. The structural adequacy, capacity, or safety features of the structure and/or Improvement.
5. Non-compatible or unstable soil conditions, soil erosion, etc.
6. Compliance with any or all building codes, safety requirements, and governmental laws, regulations or ordinances.
7. The performance or quality of work of any architect or contractor.
8. Ensuring that all plans and specifications comport with proper and reasonable engineering and construction procedures, or any particular fitness for use.
9. Review Policy:
 - a. Failure of the Design Review Board to review, approve or disapprove plans shall not be deemed an approval by the Design Review Board.
 - b. The Design Review Board shall have the right to approve or disapprove any plans and specifications submitted to it in its sole and uncontrolled discretion, which approval or disapproval may be based upon any grounds, including purely aesthetic considerations which shall be deemed sufficient.
 - c. The Design Review Board may also deny approval because the application is incomplete or inadequate.
 - d. If approval is not granted, a revised application may be submitted and reviewed in the same fashion as the initial application and the Design Review Board reserves the right to charge an additional review fee.
 - e. If any submitted plans are withdrawn by the applicant or materially modified by the applicant, the Design Review board reserves the right to charge the applicant an additional review fee.
 - f. The Design Review Board, at its sole and uncontrolled discretion, has the right to approve any waivers or deviations from the Design Code, the Declaration or Supplemental Declarations that it deems appropriate.
 - g. An Owner may appeal a decision made by the Design Review Board by petitioning the Board of the Association to review the decision. The decision reached by the Board of the Association shall be in its sole discretion and shall be final, binding and nonappealable
10. Application Withdrawal.



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- a. An application for withdrawal may be made without prejudice; provided, however, in the event that any submitted plans are withdrawn by the applicant or materially modified, the Design Review Board reserves the right to charge the applicant an additional review fee

11. Variances.

- a. If there are any requested variances to the Design Code, Declaration or Supplemental Declarations, the applicant must submit a written description of them and the justification based on merit or hardship.
- b. The Design Review Board, at its sole and uncontrolled discretion, has the right to approve any waivers or deviations from the Design Code, Declaration or Supplemental Declarations that it deems are appropriate.
- c. Any variance granted shall be considered unique and will not set precedence for future decisions.

12. Approval of Architects/Designers and Builders

- a. A complete list of all designers, architects, builders and contractors that will perform work on a Lot must be submitted as part of the plan review process.
- b. The Design Review Board shall have the power to determine that any designer, architect, builder or contractor is unsuitable for construction or architectural work on any Lot within Pointe-Marie and to prohibit the designer, architect, builder or contractor from working on any project or Lot.
- c. All designer, architect, builder or construction tradesman must be preapproved by the Association to build in Pointe-Marie.
- d. A list of pre-approved designers, architects, builders and contractors who understand the high quality of construction expected at Pointe-Marie is available upon request.
- e. A designer, architect, builder or contractor not on the list must receive preapproval from the Association.

13. Waiver and Additional Requirements.

- a. The Design Code has been adopted to assist the owners in connection with the design review procedure.
- b. The Design Review Board, at its sole and uncontrolled discretion, has the right to approve any waivers or deviations from the Design Code, the Declarations or Supplemental Declarations that it deems appropriate.



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Preapproved and recommended Architects and Designers:

Cooper Johnson Smith Architects and Town Planners

Don Cooper and Stephen Smith
102 South 12th Street
Tampa, FL 33602
(813) 273-0034
cjsarch.com
bsmith@cjsarch.com

Design Perspective

Kevin Royston
1200 Camelia Blvd., Suite 202-B
Lafayette, LA 70506
(337) 962-5771
designperspective.net
designperspective@cox.net

Preapproved and recommended Builders:

Shivers Homes

Stephen and Bailey Shivers
213 Rue Fontaine
Lafayette, LA 70508
(337) 981-0999
shivershomes.com

RLS Properties

Lance Stutes
107 Henderson Road
Lafayette, LA 70508
(337) 852-0457
rlspropertiesllc.com

Ingram Builders

Chris Ingram | Ryan Ingram
16326 Blaise Road
Prairieville, LA 70769
(225) 622-4663
ingrambuilds.com



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The Design Approval Process

Process:

- All plans for the construction, repair or physical alteration of any Improvements to or on a Lot shall comply with the Design Code, PUD, Declaration and Supplemental Declarations, and shall be submitted to the Design Review Board in advance.
- The Design Review Board shall review the plans to ascertain that the Improvements will thoroughly comply with the Design Code, PUD and all the restrictions set forth in the Declaration and any Supplemental Declarations. In order to assure that location and size of Improvements will be harmonious, the Design Review Board shall have the absolute and sole right to control and decide the precise site, location, and orientation of any Improvement upon all Lots. The criteria for approval by the Design Review Board is intended to be subjective and not objective and all criteria for approval or disapproval for proposed plans cannot be determined in advance of presentment.

Fees and Scheduling:

1. Fees:
 - a. An administrative review fee of \$500.00 will be charged for the review and approval process. The review fee shall be due and payable to Pointe-Marie Property Owners Association, Inc., at the presubmission meeting. In the event that any submitted plans are withdrawn by the applicant or materially modified, the Design Review Board reserves the right to charge the applicant an additional review fee.
2. STEP 1. Review Documents:
 - i. In order to proceed, you should have reviewed the PUD, Declaration, Supplemental Declarations and this Design Code.
3. STEP 2. Presubmission Meeting.
 - a. Prior to submission of plans to the Design Review Board, the Owner (without any architect or designer) must schedule a presubmission meeting with the Design Review Board to discuss the Lot, the approval process and the spirit of the Design Code. This is required so that the Owner has a clear understanding of Pointe-Marie, the Design Review Process



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and Design Code, in order to prevent unnecessary misunderstandings, modifications and revisions to the plans.

- b. As a part of this conversation, Owner shall be prepared to discuss all designers, builders, contractors and architects that will perform work on a Lot.
4. STEP 3. Sketch Review.
- a. Submit Sketch Review Application (see attached form), which requires the following:
 1. Sketched Site Plan with Dimensions (at 1/8" scale).
 - a. North Arrow.
 - b. Property lines and setbacks with dimensions from adjacent properties on all 4 sides.
 - c. Building footprints with entries, porches and balconies delineated and overhangs shown as dashed line.
 - d. Location of parking on site.
 - e. Drives and walks, with dimensions of each.
 2. Any garden information.
 3. Sketched Floor Plan with Dimensions (at 1/4" scale).
 4. Sketched Elevations with Dimensions (at 1/4" scale).
 - a. Porches, balconies, doors, and windows.
 - b. Principal materials rendered and specified.
 - c. Height of each floor, eave and maximum height in relation to ground level.
 - d. Roof pitch.
 5. Perspective Sketches (optional).
 6. Roof plan.
5. STEP 4. Submit Preliminary Review Application (see attached form), which requires the following:
- a. Topographic and boundary survey
 - b. Preliminary landscaping plan
 - c. Preliminary site plan
 - d. Preliminary floor plans and roof plan
 - e. Preliminary elevations
 - f. Outline specifications
 - g. Footprint & Impervious Area Calculations Form (attached)
 - h. Architect's Affidavit
6. STEP 5. Submit Construction Documents for Review.
- a. ****Be sure to submit Construction Document Review before sending projects out to bid.****



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- b. **Conformity to applicable local regulations and building codes is the responsibility of your architect or builder.**
- c. Submit the Materials and Finishes list (see attached form).
- d. Submit detailed Construction Documents, which also requires the following:
 - i. Site Plans (at 1/8" scale) showing all items required to submit Sketched Site Plans (see list above)
 - ii. Floor Plans (1/4" scale) showing:
 1. Rooms dimensioned and uses labeled.
 2. All Windows and doors with swings shown.
 3. All overhangs of doors and roofs as dashed lines.
 4. Overall dimensions.
 5. Total square footage (enclosed and porches shown separately).
 - iii. Elevations (1/4' scale) showing all items required to submit Sketched Elevations with Dimensions (see list above)
 - iv. Details (3/4" = 1' or 1/12" = 1') showing:
 1. Water table (if any).
 2. Eaves.
 3. Door and window surrounds.
 4. Porches.
 5. Others as requested by the Pointe-Marie Design Review Board.
 - v. A complete list of all builders, contractors and architects that will perform work on a Lot.
7. STEP 6. Final Review Application (see attached form), which requires the following:
 - a. Site plan
 - b. Floor plans
 - c. Exterior elevations
 - d. Roof plan
 - e. Construction specifications
 - f. Exterior color selections with color samples (may also be selected during construction process.)
 - g. Landscape plan
 - h. Exterior Lighting Selections
 - i. Architect's Affidavit
8. Variances: If there are any requested variances to the Design Code, Declaration or Supplemental Declarations, the applicant must submit a written description of them and the justification based on merit or hardship. The Design Review Board, at its discretion, has the right to approve any waivers or deviations from the Design Code, Declaration or Supplemental Declarations that it deems are appropriate. Any variance granted shall be considered unique and will not set precedence for



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future decisions. Further, written approval of the Association must be obtained by an Owner for any waiver of the City/Parish Unified Development Code the Owner seeks to obtain; any waiver granted by the City/Parish without the prior written approval of the Association must nevertheless receive Association approval.

9. Each Owner shall cause its contractor to comply with the contractor rules and regulations that are established by the Association from time to time. Prior to commencement of construction of any Improvements on any Lot, the Owner shall make (or the Owner shall cause his or her contractor to make) a construction deposit payable to the Association in an amount to be established by the Association, by taking into consideration the duration of the construction period, complexity of the construction job, and the size of the Improvements being constructed. The initial construction deposit is Two Thousand Dollars (\$2,000) and shall be payable to Pointe Marie Property Owners Association, Inc.



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Submittal Forms

1. Sketch & Construction Document Application
2. Materials and Finishes List
3. Builder Application page 1
4. Builder Application page 2
5. Construction Notice of Commencement
6. Construction Agreement
7. Application for Sketch Review
8. Application for Preliminary Review
9. Footprint and Area Calculations
10. Application for Final Review
11. Application for Modifications to Approved Plans
12. Application for Color Approval
13. Design Review Board Response Form



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Sketch & Construction Document Application

Owner Information

Name: _____

Address: _____

Telephone: _____

Email: _____

Architect Information-

Name: _____

Address: _____

Telephone: _____

Email: _____

Two sets of drawings are to be submitted

Date Submitted

Signature



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Materials and Finishes List

Lot: _____

Identify the proposed exterior materials and colors as noted below. Include pertinent information or samples, such as photographs or cut sheets. Include color sample board for all painted, stained, or factory-colored materials.

Elements: Description:

Walls _____

Windows _____

Doors (Main Entrance) _____

Doors (Other) _____

Garage Doors _____

Driveway _____

Walks _____

Fence Gates _____

Railings _____

Deck _____

Roofing _____

Gutters _____

Soffit _____

Lighting _____

Shutters _____

Chimneys _____

Date Submitted

Signature



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Builder Application page 1

Contact Information

Date			
Name			
Street Address			
City ST ZIP Code			
Home Phone	Work Phone		
Cell Phone	Fax		
E-Mail Address			
Contractor's / Builder's License Number			

Please provide the following references from three previous clients and one financial reference:

Reference #1

Project Name			
Contact Name			
Company Name			
Street Address			
City ST ZIP Code			
Home Phone	Cell Phone		
Work Phone	Fax		
E-Mail Address			

Reference #2

Project Name			
Contact Name			
Company Name			
Street Address			
City ST ZIP Code			
Home Phone	Cell Phone		
Work Phone	Fax		
E-Mail Address			

Reference #3

Project Name			
Contact Name			
Company Name			
Street Address			
City ST ZIP Code			
Home Phone	Cell Phone		
Work Phone	Fax		



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E-Mail Address	
----------------	--

Builder Application page 2

Financial Reference

Project Name			
Contact Name			
Company Name			
Street Address			
City ST ZIP Code			
Home Phone		Cell Phone	
Work Phone		Fax	
E-Mail Address			

Please return the completed application and the signed Construction Agreement to the Design Review Board at the address shown below.

Signed: _____
Builder Title

Pointe-Marie Design Review Board
14200 River Road
Baton Rouge, LA 70000
Office (225) 769-8900
Fax (225) 769-8901
Email: PMDRB@pointemarie.com



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Construction Notice of Commencement

Date		Lot		Block	
------	--	-----	--	-------	--

Owner

Name					
Street Address					
City ST ZIP Code					
Home Phone		Cell Phone			
Work Phone		Fax			
E-Mail Address					

Builder

Company					
Contact Name					
Street Address					
City ST ZIP Code					
Home Phone		Work Phone			
Cell Phone		Fax			
E-Mail Address					
Contractor's / Builder's License Number					

Owner(s) and Builder hereby notify the Design Review Board that they plan to begin construction in accordance with the approved plans and specifications for the above Lot.

Builder/ contractor certifies that he is an approved builder/ contractor in good standing with the developer of Pointe-Marie, and hereby affirms the representations and agreements made in the Builder Application on file with the Design Review Board.

Owner(s) and Builder agree that the Design Review Board or its agent may inspect the construction site at any time and shall have all rights under the Design Code, Declarations and Supplemental Declarations to stop any construction not performed in a safe and workmanlike manner in accordance with the approved plans and specifications. Owner(s) and Builder recognize and agree that any changes to the approved plans and specifications must be approved in advance by the Design Review Board.

Owner(s) and Builder recognize and agree that the Design Review Board, the Declarant of Pointe-Marie and its agents and employees are concerned primarily with aesthetic considerations and are not liable for any design or construction defects affecting the safety or structural integrity of the home to be constructed on the above Lot.

Please return the completed application and the signed Notice of Construction Commencement to the Design Review Board.



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_____Owner

_____Builder



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Construction Agreement

Pursuant to the Pointe-Marie Design Code, the undersigned Builder agrees to and understands the following conditions within Pointe-Marie:

1. I, _____, have reviewed and understand the Pointe-Marie Design Code and agree to construct all projects in accordance with final plans and specifications as approved for the project by the Design Review Board. I understand that any changes to the final plans and specifications must be approved by the Pointe-Marie Design Review Board prior to implementation.

2. I agree to follow all applicable Building Codes (Including State, Parish and municipal codes) at all times. I understand that the Design Review Board is intended only to assure compliance with the aesthetic concerns of the Pointe-Marie Design Code and neither the Design Review Board nor the Developer/Declarant of Pointe-Marie is liable for any design or construction defects affecting the safety or structural integrity of any Improvements.

3. I have reviewed and understand requirements for storm water and erosion control, and any and all related other ordinances applying to development in Pointe-Marie.

4. I understand and agree that I am responsible for any and all damage to the streets, sidewalks and Common Areas during construction. Upon completion of construction on a Lot, I understand it is my responsibility to restore the sidewalk on such Lot to its original condition with a broom finish.

5. I am responsible for maintaining a clean construction site at all times. I agree to furnish trash containers and keep the Lot and surrounding Common Areas free from accumulation of waste materials at all times. All workers will pick up all paper and debris each day before leaving the site. Trash shall not be allowed outside of the Design Review Board approved designated trash and scrap area. Upon completion of the work, all remaining waste materials shall be disposed of legally, and tools, construction equipment, machinery and surplus material shall be removed from the site. No dumping or burning is allowed. No concrete truck wash out or spillovers are allowed. If I fail to maintain a clean construction site as stated herein, the Design Review Board will have the right to perform, without notice, any cleanup necessary and charge me accordingly.

6. I understand that spray painting is not allowed on the exterior of the house or outside of any Improvements.

7. I am responsible for the behavior and actions of all workers and subcontractors who do work on my project while they are in Pointe-Marie. I understand that abusive language, cat calls and cussing will NOT be tolerated. All radios are banned from use at construction sites and within



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the Pointe-Marie property. Contractors and sub-contractors are not allowed to bring dogs or other pets in Pointe-Marie.

8. I understand that it is the intent of the Design Review Board and the Developer/Declarant to maintain and preserve as much of the natural vegetation as possible. I will not clear or damage the vegetation outside of the building and drive areas. Prior to the start of any site construction I will by means of a temporary fence barricade any area of vegetation that is to be preserved outside of the building and driveway areas.

9. I understand that all construction activity and all construction personnel shall not begin work earlier than 7:00 a.m. and must end work by 6:00 p.m. Monday through Saturday. There shall be no construction activity on Sunday or on any principal holidays without the express permission of the Developer.

10. All vehicles and workers must abide by the traffic access and parking plan designated by the Developer/Declarant from time to time. All roadways and walkways must be kept open for the passage of through traffic. Parking needs to be restricted to designated areas. Driveways of other residences cannot be used at any time. I understand and agree the following fine system is in place with regard to speeding:

1st violation: Verbal warning with a notification to the General Contractor,

2nd violation: \$25 fine (to Owner or General Contractor),

3rd violation: \$50 fine to Owner and General Contractor and vehicle will need to be parked each day in an area designated by the developer.

11. I am responsible for containing work activity on the job site, taking care that it does not encroach on any adjacent Common Area.

12. I will carry and keep in force at all times the following minimum insurance coverage, and at the signing of this Agreement, have provided evidence of such coverage to the Developer:

(a) Workmen's compensation as required by law and

(b) Commercial General liability insurance with a minimum limit of \$1,000,000 per occurrence.

13. I understand that any construction being executed in a poor and unworkmanlike manner, or in violation of, or inconsistent with the plans previously approved by the Design Review Board may be stopped by the Design Review Board, or the Association of Pointe-Marie, until the work has been corrected to the satisfaction of the Design Review Board, or Association.



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14. I understand and agree to the following fine system that is in place to remedy any failure on my part to abide by the above conditions.

1st violation: Verbal warning to offender and/or the Contractor

2nd violation: \$50 fine to Owner or the Contractor

3rd violation: \$100 fine to Owner or Contractor

15. I understand and agree that failure to abide by any of the above rules, or failure to require compliance by my employees or subcontractors, or the lapse of any of the insurance requirements will, at the Design Review Board and/or Association's discretion, result in suspension of my building privileges within Pointe-Marie.

16. I agree to provide the Design Review Board with a Notice of Commencement prior to the start of construction.

17. I further agree to contact the Architect upon completion of construction and in cooperation with him/her sign and submit the Contractor's Affidavit of Final Inspection and Compliance to the Pointe-Marie Design Review Board.

18. I agree that all construction signage must conform to the Design Code and be approved by the Design Review Board prior to installation. Signs are currently prohibited.

This _____ day of _____, _____.

BUILDER/ CONTRACTOR:

Signature

Print Name



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Application for Sketch Review

Please complete and return this Application along with two complete sets of the materials listed below and a check in the amount of \$500.00 made payable to Pointe-Marie Property Owners Association, Inc. for the Design Review Fee. In addition to the hard copies, the full set of plans, including plot plan, drawings and all other required documents, must be submitted by email. The current email address is PMDRB@pointemarie.com.

1. Sketched Site Plan with Dimensions (at 1/8" scale).
2. Sketched Floor Plan with Dimensions (at 1/4" scale).
3. Sketched Elevations with Dimensions (at 1/4" scale).
4. Perspective Sketches (optional).

To be completed by Applicant:

Date		Lot		Block	
------	--	-----	--	-------	--

Owner

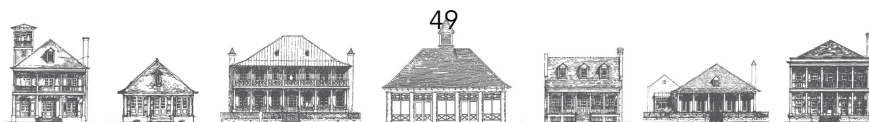
Name			
Street Address			
City ST ZIP Code			
Home Phone		Cell Phone	
Work Phone		Fax	
E-Mail Address			

Architect

Company			
Contact Name			
Street Address			
City ST ZIP Code			
Home Phone		Work Phone	
Cell Phone		Fax	
E-Mail Address			

Architect

Print Name



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Application for Preliminary Review

Please complete and return this application along with two complete sets of the materials listed below:

1. Topographic and boundary survey
2. Preliminary landscaping plan
3. Preliminary site plan
4. Preliminary floor plans and roof plan
5. Preliminary elevations
6. Outline specifications
7. Footprint & Impervious Area Calculations Form (attached)
8. Architect's Affidavit

To be completed by Applicant:

Date		Lot		Block	
------	--	-----	--	-------	--

Will this home be put on the rental program?	Yes	No
--	-----	----

Owner

Name			
Mailing Address			
City ST ZIP Code			
Home Phone		Cell Phone	
Work Phone		Fax	
E-Mail Address			

Architect

Company			
Contact Name			
Street Address			
City ST ZIP Code			
Home Phone		Work Phone	
Cell Phone		Fax	
E-Mail Address			

Architect

Print Name



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Footprint and Area Calculations

To be submitted along with Preliminary Review Application

Date		Lot		Block	
------	--	-----	--	-------	--

Lot Area Square Footage *:	
Square Footage (Heated and Cooled):	
Square Footage (Porches):	
Total Square Footage:	

Maximum Footprint Allowed* - Main House (32%):	
Proposed Footprint of Main House:	
Proposed Footprint (Heated and Cooled):	
Proposed Footprint (Porches):	

Maximum Footprint Allowed* - Outbuilding:	
Proposed Footprint of Outbuilding:	

Maximum Impervious Area* (60%):	
Proposed Impervious Area:	

Minimum Water Retainage*:	
Proposed Water Retainage:	

*Refer to Footprint and Impervious Area Chart in Architectural and Design Code

Architect

Print Name



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Application for Final Review

Please complete this Application and return along with two complete sets of the final construction documents as listed below.

1. Site plan
2. Floor plans
3. Exterior elevations
4. Roof plan
5. Construction specifications
6. Exterior color selections with color samples (may also be selected during construction process.)
7. Landscape plan
8. Exterior Lighting Selections
9. Architect's Affidavit

To be completed by Applicant:

Date		Lot		Block	
------	--	-----	--	-------	--

Will this home be put on the rental program?	Yes	No
--	-----	----

Owner

Name			
Mailing Address			
City ST ZIP Code			
Home Phone		Cell Phone	
Work Phone		Fax	
E-Mail Address			

Architect

Company			
Contact Name			
Street Address			
City ST ZIP Code			
Home Phone		Work Phone	
Cell Phone		Fax	
E-Mail Address			

Architect

Print Name



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Application for Modifications to Approved Plans

To be completed by Applicant:

Date		Lot		Block	
------	--	-----	--	-------	--

Will this home be put on the rental program?	Yes	No
--	-----	----

Owner

Name			
Mailing Address			
City ST ZIP Code			
Home Phone		Cell Phone	
Work Phone		Fax	
E-Mail Address			

Architect

Company			
Contact Name			
Street Address			
City ST ZIP Code			
Home Phone		Work Phone	
Cell Phone		Fax	
E-Mail Address			

Brief description of proposed change(s):

Attach letter of intent with more complete description if necessary, along with all drawings, site plan, and materials cut sheets or samples as necessary to adequately show change.

Architect

Print Name



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Application for Color Approval

Date		Lot		Block	
------	--	-----	--	-------	--

Owner		Architect	
-------	--	-----------	--

Submitted By _____

Print Name _____

Location	Color Name	Color Number	Manufacturer
Walls/Siding			
Trim			
Columns			
Windows			
Doors			
Shutters			
Balustrades			
Porch/Deck Flooring			
Roof			
Foundation			
Fence/Pylons/Pickets			
Pavers			

Comments:

(NOTE: For colors specified by manufactures other than Devoe and Benjamin Moore, a color chip must accompany this application.)

Architect _____

Print Name _____



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Design Review Board Response Form

Date		Lot		Block	
------	--	-----	--	-------	--

Owner	
Architect	
Builder	

The Design Review Board has received and reviewed the form(s) indicated:

<input type="checkbox"/>	Form A Sketch and Construction Document Application
<input type="checkbox"/>	Form B Materials and Finishes List
<input type="checkbox"/>	Builder Application
<input type="checkbox"/>	Construction Notice of Commencement
<input type="checkbox"/>	Construction Agreement
<input type="checkbox"/>	Application for Sketch Review
<input type="checkbox"/>	Application for Preliminary Review
<input type="checkbox"/>	Footprint and Area Calculation
<input type="checkbox"/>	Application for Final Review
<input type="checkbox"/>	Application for Modifications to Approved Plans
<input type="checkbox"/>	Application for Color Approval

<input type="checkbox"/>	Approved
--------------------------	----------

<input type="checkbox"/>	Denied
--------------------------	--------

DRB Comments:

Design Review Board

Print Name



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