



Plan Review Requirements for New Homes & Major Additions The Settlement at Willow Grove

The following items must be submitted for each new home plan before the review process can take place. This process also applies to any home expansion plans. All designs need to comply with the SWG Design Codes and Landscape Codes which can be accessed by logging into your SWG/CMGT ComWebPortal.com account and going to the Legal Documents/Codes and PUD Stipulations folder in the Documents Folders. Restrictions can similarly be found in the Legal Documents folder.

- Begin the review process by completing the CMGT web-based Architectural Change Request Form. Access by logging into your SWG/CMGT ComWebPortal.com account and going to the Architectural Control Committee Forms in the Folders. This will ensure that CMGT and the SWG Design Review Board are aware of your request.
- Submit a Construction Deposit of \$2,500.00 payable to: The Settlement at Willow Grove Property Owners' Association. \$2,200 will be refunded upon satisfactory completion of job. Remaining \$300 is nonrefundable construction fee.

Please mail this check to:

**Community Management
140 Aspen Square, Suite H
Denham Springs, LA 70726**

Finally, submit the following items to Lionel F. Bailey AIA Architect, LLC for a three phase review & approval process.

- Check for \$750.00 payable to: Lionel F. Bailey AIA Architect, LLC
- Two complete sets of plans
- Sketch Review Application (Form A) - Required if there are concerns about architectural styles or waivers are needed
- Construction Document Review Application (Form B)
- Materials List (Form C)

Please submit all the items listed above to:

**Lionel F. Bailey AIA Architect
8017 Jefferson Hwy # B2, Baton Rouge, LA
225-924-6899 (for office hours)**

Fees are subject to change without notice. Additional fees will also be assessed if field visits are required for the three reviews or to evaluate a proposed change after initial approval.