



*A Traditional Neighborhood Development*

### **Plan Review Requirements for The Settlement at Willow Grove**

The following items must be submitted for each plan before the review process can take place:

- Check for \$420.00 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)
- 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
- Buyer understands that these fees are subject to change

Please submit all the items listed above to:

The Settlement at Willow Grove  
8200 Village Plaza Court, Suite 2B  
Baton Rouge, LA 70810

The undersigned has read and accepted the above terms and conditions and acknowledges receipt of the Design Code and Restrictions for the Settlement of Willow Grove for **Lot** \_\_\_\_\_ .

\_\_\_\_\_  
Buyer Date

\_\_\_\_\_  
Buyer Date

The Settlement at Willow Grove  
DESIGN REVIEW

• Form A.

ARCHITECTS  
SOUTHWEST  
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SKETCH REVIEW APPLICATION

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ BUILDING TYPE: \_\_\_\_\_

<b>OWNER</b>	OWNER: _____
	ADDRESS: _____
	TELEPHONE: _____ FAX: _____

<b>ARCHITECT</b>	ARCHITECT / DESIGNER: _____
	ADDRESS: _____
	TELEPHONE: _____ FAX: _____

<b>LANDSCAPE</b>	LANDSCAPE ARCHITECT (IF SELECTED): _____
	ADDRESS: _____
	TELEPHONE: _____ FAX: _____

<b>BUILDER</b>	BUILDER (IF SELECTED): _____
	ADDRESS: _____
	TELEPHONE: _____ FAX: _____

TWO SETS OF SITE PLANS, FLOOR PLANS, AND ELEVATIONS ARE TO BE SUBMITTED.  
ONE STUDY MODEL IS TO BE SUBMITTED (FOR PARTY WALL CONDITIONS).

DATE SUBMITTED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

The Settlement at Willow Grove  
DESIGN REVIEW

• Form B •

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SOUTHWEST  
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CONSTRUCTION DOCUMENT REVIEW APPLICATION

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ BUILDING TYPE: \_\_\_\_\_

<b>OWNER</b>	OWNER: _____ ADDRESS: _____ TELEPHONE: _____ FAX: _____
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<b>ARCHITECT</b>	ARCHITECT / DESIGNER: _____ ADDRESS: _____ TELEPHONE: _____ FAX: _____
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<b>LANDSCAPE</b>	LANDSCAPE ARCHITECT (IF SELECTED): _____ ADDRESS: _____ TELEPHONE: _____ FAX: _____
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<b>BUILDER</b>	BUILDER (IF SELECTED): _____ ADDRESS: _____ TELEPHONE: _____ FAX: _____
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<b>INTERIOR</b>	INTERIOR DESIGNER (IF SELECTED): _____ ADDRESS: _____ TELEPHONE: _____ FAX: _____
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\* BE SURE TO SUBMIT CONSTRUCTION DOCUMENT REVIEW PAPERWORK BEFORE SENDING PROJECT OUT TO BID. \*

TWO SETS OF THE FOLLOWING DOCUMENTS ARE TO BE SUBMITTED:

- FORM A (STAMPED)
- FORM B
- FORM C

TWO SETS OF THE FOLLOWING DRAWINGS ARE TO BE SUBMITTED:

- SITE PLAN
- FLOOR PLANS
- ELEVATIONS
- DETAILS
- LANDSCAPE PLANS

DATE SUBMITTED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

The Settlement at Willow Grove  
DESIGN REVIEW

ARCHITECTS  
SOUTHWEST  
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• Form C •

MATERIALS LIST

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ BUILDING TYPE: \_\_\_\_\_

ELEMENTS: \_\_\_\_\_ DESCRIPTION (INCLUDE MANUFACTURER AND PRODUCT # WHERE APPROPRIATE)

RAILINGS \_\_\_\_\_

CHIMNEY \_\_\_\_\_

DOORS: MAIN ENTRANCE \_\_\_\_\_

OTHER \_\_\_\_\_

DRIVEWAY \_\_\_\_\_

WALKS \_\_\_\_\_

GARAGE DOOR \_\_\_\_\_

FENCE GATES \_\_\_\_\_

GUTTER \_\_\_\_\_

LIGHTING \_\_\_\_\_

DECK \_\_\_\_\_

ROOFING \_\_\_\_\_

SHUTTERS \_\_\_\_\_

SOFFIT \_\_\_\_\_

WALLS \_\_\_\_\_

\_\_\_\_\_

WINDOWS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IDENTIFY THE PROPOSED MATERIALS AND COLORS AS NOTED ABOVE. INCLUDE PERTINENT INFORMATION OR SAMPLES, SUCH AS PHOTOGRAPHS OR CUT SHEETS. INCLUDE COLOR SAMPLE BOARD FOR ALL PAINTED, STAINED, OR FACTORY-COLORED MATERIALS.

DATE SUBMITTED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_