4/19/18

 **DESIGN/CONSTRUCTION FLOWCHART**

(Reference Covenants Section 7.2)



**An Owner, or an Owner’s representative (Architect, Designer, Contractor), may submit the forms and associated items outlined below for review by the Terre Sainte Architectural Review Board. All fees/deposit must be paid by the Owner and refunded to the same.**

**All submissions shall be received electronically. No hard-copies will be accepted.**

**INITIAL MEETING (OPTIONAL)**

A representative of the Terre Sainte Architectural Review Board is available to meet with the Owner and/or their Architect/Designer to review the Architectural Guidelines and expectations of the neighborhood and the ARB.

**CONCEPTUAL DESIGN SUBMITTAL**

**(FORM A)**

Submit conceptual design by an approved Architect/Designer and Form A. Conceptual design may be in the form of drawings or photographs that represent the selected style, general massing and site plan.

ARB shall provide approval/comments of conceptual design submittal within 10 business days of receipt. Non-approved designs require re-submittal.

**PRELIMINARY DESIGN SUBMITTAL**

**(FORM B)**

Before plans are finalized, submit preliminary design to include Form B, site/roof plan, floor plans, exterior elevations and $450 review fee.

ARB shall provide approval/comments of preliminary design submittal within 10 business days of receipt. Non-approved designs require re-submittal.

**FINAL DESIGN SUBMITTAL**

**(FORM C)**

Submit final design to include Form C, Site/Roof Plan, Floor Plans, Exterior Elevations, Typical Exterior Wall Section, Typical Section through Porch Beam/Column/Foundation, Structural Foundation/Framing Plans, Electrical Plan, Landscape Plan, Photographs/product data sheets of items or materials specific to the project that define color, texture and quality of components installed and Construction Timeline.

ARB shall provide approval/comments of final design submittal within 10 business days of receipt. Non-approved designs require re-submittal. Incomplete submittals will not be reviewed until all items are received.

**CONSTRUCTION APPLICATION**

**(FORM D)**

Submit Form D application (indicating selection of an approved Contractor) and $1000 construction deposit to begin construction.

The ARB shall approve self-contracting by the Owner on a case by case basis. Self-contracting Owners shall submit an additional $1500 non-refundable fee.

**DESIGN CHANGE APPLICATION**

**(FORM E)**

Should the Owner or Contractor/Builder wish to make a change in the design originally approved by the ARB, submit Form E detailing such change and $100 nonrefundable change review fee.

The ARB shall provide approval/comments within 10 business days of receipt.

**FINAL INSPECTION APPLICATION**

**(FORM F)**

To release the return of the construction deposit, a copy of the Certificate of Occupancy issued by the City of Lake Charles and Form F shall be submitted.

An inspection of the project shall be made by a representative of the ARB within 10 business days of receipt. The construction deposit shall be refunded upon satisfactory completion of the project in accordance with the approved design submittals.