

# Design Review Procedure

All homes must be approved by the Design Review Board (DRB) of Acadia Plantation TND Residential Association, Inc. (RAI) prior to construction.

Submit only required forms and documents requested for each step. PLEASE do not submit more than one step at a time. The DRB meets 1 time a week and will do their best to respond within 14 working days after submittal. Working days excludes weekends and holidays.

*All documents shall include Acadia Plantation TND Project A, C, or D; square number (for project C only); lot number; owner(s)' name(s); and project address.*

## **Step 1: Review Documents :**

- 1. The Lot Purchase Agreement or the Cash Sale
- 2. The Design Guidelines **which consists of the Urban Regulation Instructions and the Architectural Regulations (Design Code)**
- 3. The Declaration of Covenants, Conditions and Restrictions (**the CCR**)
- 4. The Design Review Procedure (**this document and steps 1-3 checklists**).
- 5. The list of **recommended architects/ designers, landscape architects, and approved builders**
- 6. Form A: **Sketch Review Application**
- 7. Form B: **Materials & Finishes list**

If you have not selected a designer and a builder/contractor, now is the time to do so.

## **Step 2: Sketch/Preliminary Review**

Refer to Step 2 for a detailed outline of the procedure and requirements.

Submit one copy of Form A, drawings (1 full size set and 1 digital copy), variance letter if required, and Step 2 checklist to: DRB c/o RAI at 110 Rue Angeliq, Suite E-3, Thibodaux, LA 70301 along with a check made payable to Acadia Plantation TND Residential Association, Inc. for \$400.

THE DRB WILL STAMP THE DRAWINGS, VARIANCE if required, and FORM A UPON PRELIMINARY APPROVAL

## **Step 3: Final Review**

Refer to Step 3 for a detailed outline of the procedure and requirements.

Submit one copy of Form A (stamped), Form B, drawings (1 full size set and 1 digital copy), variance letter (stamped) if required, and Step 3 checklist to:

DRB c/o RAI at 110 Rue Angeliq, Suite E-3, Thibodaux, LA 70301.

THE DRB WILL STAMP THE DRAWINGS and FORM B UPON FINAL APPROVAL

*After the completion of Final Review, please call 985-448-1766 to schedule a time to sign for and pick-up the stamped plans.*

*Both the owner and contractor will have to sign the drawings.*

*The contractor will be required to pay a damage and/or cleanup deposit and sign a contract with Jaron Land Development Company, LLC (Developer).*