

Step 2: Sketch/Preliminary Review Checklist

This review confirms a correct interpretation of the Design Guidelines.

OWNER(S): _____

PROJECT ADDRESS: _____

ACADIA PLANTATION TND PROJECT (circle one) A, C, or D

SQUARE (Project C only): _____ LOT: _____

PLEASE submit only required forms and documents requested for Step 2.

a. Form A: Sketch Review Application

Print and Fill in form

Sign and Date

b. Schematic Design Drawings (drawn to scale) as outlined below:

Site Plan (minimum 1/16" = 1'-0") showing:

- Show and dimension ALL property lines.
- Show and dimension ALL setback lines and easements.
 - The front setback line is the mandatory placement for the Primary Front Façade.
 - The rear setback line is set at a mandatory 17' or 27' build line for Project C rear-loaded lots.
- Show sidewalk line and alley line.
- North arrow
- Show overall building footprint (with entries, stoops or steps, porticos, porches, colonnades, balconies, or other such areas delineated) dimensions and dimensions to property line.
 - Dimensions of the Primary Front Façade of the house must cover a minimum of 60% of the total width of the property or lot (total of both lots where two lots are assembled). The house primary front facade for these purposes shall be defined as: the primary front facing wall of the enclosed living space measured from outside left wall to outside right wall, plus any additional enclosed living space facing the front build line that is 15' or less from the primary front façade.
- Overhangs shown as dashed lines.
- Show driveway and ALL walks (front walk, if any courtyard gate walk and rear walks) with dimensions and note materials.
 - Front walk maximum 5' wide.
- Show Location (overall dimensions and dimensions to property lines) of any fences and garden/courtyard walls. This applies to both primary and secondary garden/courtyard walls. Show all gates.
- Show Location (dimensions to property lines) of any EXISTING fences and garden/courtyard walls on adjacent property. This applies to both primary and secondary garden/courtyard walls.
- Notation describing the design intent of any fences and garden/courtyard walls (include description of materials, note height above Finished Floor Elevation (FFE), description of gate design, column spacing, and knee wall height).
 - All courtyard walls shall be 7' to 7.5' in height; this is measured from near FFE (near is defined as within 6" or less of FFE). If there will be a secondary courtyard on opposite side of home's primary courtyard, it shall have the same requirements as previously noted. If adjacent properties have an established primary courtyard wall, it is the obligation of the next owner to build so as to adjust their plans to "compliment" and utilize that existing wall. (All courtyard wall details must be submitted to our Design Review Board for Final Review.)
 - A fence is defined as 3.5' or greater, and at the approval of the Design Review Board. Fencing is not in lieu of a courtyard wall.
- Show any hard surface in courtyard.
- Exterior equipment location noted (HVAC compressor, utilities, and generator if applicable).
 - Lots typically have sewer taps to the house side of the existing sidewalks and locations vary depending on lot.
- Show drainage direction/flow of site.
 - If the courtyard is predominantly concrete, note intent of surface or subsurface drainage & intent of discharge on drainage plan.
 - If gutters and downspouts will be used, note intent of discharge on drainage plan.

Floor Plans (1/8" = 1'-0" OR 1/4" = 1'-0") showing:

- Show overall dimensions.
- Dimensions of entries, stoops or steps, porticos, porches, colonnades, balconies, or other such areas.
- Dimension column spacing and note column size.
 - Minimum porch columns 6"x6"

- Front and Side Elevations (1/8" = 1'-0" OR 1/4" = 1'-0") showing:
 - Show doors and windows (depicting divided lights where required).
 - All 1.5 or 2-story homes to be constructed on a lot adjacent to an existing home will require special attention to its second level side elevation window construction and placement. For privacy issues - a clear-view second story window will not be permitted if it would overlook a neighboring courtyard or similar outdoor leisure area. Special requirements for windows on that side of the home may be, but not limited to, for example, use of opaque glass, Bahama shutters, or use obscure glass or clearstory windows with the sill height at 7 feet high or higher from finish floor.
 - Principal materials shown and specified.
 - Front porch finish of concrete is not allowed as a stand-alone finish material. (concrete with brick edger - with or without brick apron, masonry porch, raised wood porch & trim, etc.)
 - Dimension FFE to ceiling height of entries, stoops or steps, porticos, porches, colonnades, balconies, or other such areas.
 - Dimension finished floor (FFE) in relation to sidewalk/manhole. NOTE: Finished Floor Elevation (FFE) for Phase I and Phase II:
 - Project A Lots - minimum of 18" above nearest manhole
 - Project C Lots - mandatory 30" above sidewalk grade
 - Project D Lots Phase I - mandatory 18" above nearest manhole
 - Project D Lots Phase II - mandatory height between 24" and 30" above sidewalk grade
 - Height of each floor, eave, and maximum height in relation to ground level.
 - First story interior clear height shall be no less than 10' nor more than 12'
 - First floor exterior plate height should be 10' to 12'
 - Second floor exterior plate height at least 9'
 - Any exposed portions of concrete slab shall not exceed 8 inches at any time, especially where the lot grade is near sidewalk grade up to the front facade, then, must transition to the FFE
 - CITY REQUIREMENTS - NOTE TO ALL HOME DESIGNERS:** *We have received notice from the City of Thibodaux (Plan Review) that all plans being submitted must give the height from finished floor to highest roof peak. A current ordinance requires a maximum of 35 feet. Please be sure all plans submitted include this information.*
 - Any fences and garden/courtyard walls shown as dashed lines (to show intent) and dimension (height above FFE). This applies to both primary and secondary garden/courtyard walls on primary facades. If materials and design intent are not noted on site plan, do so here.
 - Label roof pitch
 - Dimension overhang
- submit 1 full size drawing set with details as requested (this copy will not be returned)
- email drawing set with details to acadia²drb@gmail.com

c. Variances

- If there are any variances to The Design Guidelines, submit a description of them (in letter format) and the justification based on merit or hardship.

d. This checklist

- Print this checklist to submit with your review documents.
- Review each item to verify that you have all required information and check box next to each item on list.
NOTE: If any items are missing, the documents will be marked as incomplete and returned. The drawings will not be reviewed until complete.
- Sign here to verify that everything is complete. _____

Submit one copy of all required documents [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 Angelique, Suite E-3, Thibodaux, LA 70301

along with a check made payable to **Acadia Plantation TND Residential Association, Inc.** for \$400.

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.

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

Form A: Sketch Review Application

Rev. 03/03/20

Attn: Design Review Board of Acadia Plantation TND Residential Association, Inc.

Acadia Plantation TND Project (circle one): A, C, or D

SQUARE (Project C only): _____ LOT: _____

PROJECT ADDRESS: _____

OWNER

OWNER: _____

CURRENT ADDRESS: _____

TELEPHONE1: _____ TELEPHONE2: _____

EMAIL1: _____ EMAIL2: _____

ARCHITECT

ARCHITECT/ DESIGNER: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

LANDSCAPE

LANDSCAPE ARCHITECT (IF SELECTED) _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

BUILDER

BUILDER (IF SELECTED) _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

ALL REQUIRED DOCUMENTS SHALL BE SUBMITTED AS PER ITEMS OUTLINED IN THE DESIGN REVIEW PROCEDURE **Step 2. Sketch Review/ Preliminary Review.**

IF THERE ARE ANY VARIANCES TO THE DESIGN GUIDELINES, IN LETTER FORMAT, SUBMIT A DESCRIPTION OF THEM AND THE JUSTIFICATION BASED ON MERIT OR HARDSHIP AND ATTACH TO THIS FORM.

DATE SUBMITTED: _____ SIGNATURE _____