



*A Traditional Neighborhood Development*

## **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

- 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)

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.

The Settlement at Willow Grove

DESIGN REVIEW

• Form A •

ARCHITECTS  
SOUTHWEST  
CORPORATION

SKETCH REVIEW APPLICATION

BLOCK: \_\_\_\_\_

LOT: \_\_\_\_\_

BUILDING TYPE: \_\_\_\_\_

OWNER

OWNER:

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

ARCHITECT

ARCHITECT / DESIGNER:

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

LANDSCAPE

LANDSCAPE ARCHITECT (IF SELECTED):

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

BUILDER

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 •

ARCHITECTS  
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  
CORPORATION

• Fern C •

MATERIALS LIST

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

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

RAILINGS \_\_\_\_\_

CHEMNEY \_\_\_\_\_

DOOR: 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 FINISHING INFORMATION OR SAMPLES, SUCH AS PHOTOGRAPHS OR CUT SHEETS. INCLUDE COLOR SAMPLE BOARD FOR ALL PAINTED, STAINED, OR FACTORY-COLORED MATERIALS.

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

SIGNATURE: \_\_\_\_\_