



WESTLAKE, LOUISIANA

**APPLICATION FOR RESIDENTIAL CONSTRUCTION OR IMPROVEMENTS**

**Address of Construction:** (By Applicant)

Lot \_\_\_\_\_

Street \_\_\_\_\_

**Applicant:** (By Applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Design Team Leader:** (By applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Other Design Team Members:** (By Applicant)

\_\_\_\_\_  
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**Contractor of Record:** (By Applicant)

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**APPLICATION FOR:** (By Applicant)

Check the Applicable Box:

- Conceptual Review (Phase 1 – Optional) ..... 0.00
- Preliminary Review (Phase 2 – Optional) ..... 0.00
- Construction Document Review (Phase 3) ..... 300.00
- Resubmission (due to denial) ..... 300.00
- Appeal Process ..... 200.00
- Modification to Existing Residence ..... 200.00

NOTE: Application fee(s) shall be paid by check or money order to the City of Westlake with your lot number and village marked on the check. **ALL FEES ARE NON-REFUNDABLE.**

As the Applicant, to secure a DRB approval agreement, I acknowledge the requirements set forth in the following documents:

- 1) Covenants, Conditions and Restrictions (CC&Rs)
- 2) Design Guidelines – Deferral to West Trace
- 3) Design Guidelines – Specific to Augusta Village
- 4) Design Submittal Requirements and Procedures to obtain a Design Review Board (DRB) approval agreement

I further agree to share the above documents with my Design Team and general contractor and/or subcontractors.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**SUBMITTAL REQUIREMENTS:** (By Applicant)

**Phase 1 – Concept Plans:** (Optional) – Submit Four (4) Copies.

- |  |   |
|--|---|
| <input type="checkbox"/> Site Plan       | <input type="checkbox"/> Elevations           |
| <input type="checkbox"/> Floor Plans     | <input type="checkbox"/> Pictures of Examples |
| <input type="checkbox"/> Square Footages |   |

**Phase 2 – Preliminary Plans:** (Optional) – Submit Four (4) Copies.

- |   |   |
|---|---|
| <input type="checkbox"/> Site Plan                                  | <input type="checkbox"/> Elevations                       |
| <input type="checkbox"/> Floor Plans                                | <input type="checkbox"/> Indication of Exterior Materials |
| <input type="checkbox"/> Square Footages/Floor – Heated or Unheated | <input type="checkbox"/> Landscape Plan                   |

**Phase 3 – Construction Documents:** (Required) – Submit Four (4) Copies.

- |  |   |
|--|---|
| <input type="checkbox"/> Site Plan                         | <input type="checkbox"/> Elevations (each side) with Finish Schedules |
| <input type="checkbox"/> Grading and Drainage Plan         | <input type="checkbox"/> Detail Drawings                              |
| <input type="checkbox"/> Foundation Plans                  | <input type="checkbox"/> Samples                                      |
| <input type="checkbox"/> Floor Plans with Finish Schedules | <input type="checkbox"/> Landscape Plans with Schedules/Details       |
| <input type="checkbox"/> Roof Plan with finish Schedules   | <input type="checkbox"/> Technical Specifications                     |

**INITIAL SUBMISSION:** (By DRB)

Date \_\_\_\_\_  Concept Drawings  
Date \_\_\_\_\_ • Action: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  Preliminary Drawings  
Date \_\_\_\_\_ • Action: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  Construction Drawings  
Date \_\_\_\_\_ • Action: \_\_\_\_\_  
\_\_\_\_\_

**FURTHER ACTION:** (By DRB)

Date \_\_\_\_\_  Resubmittal  
Date \_\_\_\_\_ • Action: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  Appeal  
Date \_\_\_\_\_ • Action: \_\_\_\_\_  
\_\_\_\_\_

# West Trace



WESTLAKE, LOUISIANA

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## CONTRACTOR INFORMATION

The Applicant applying to secure a Design Review Board (DRB) Approval Agreement to build a residence at West Trace is required to submit the following:

CONTRACTOR: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
PHONE FAX

EMAIL ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

- Copy of Contractor's Business License - \_\_\_\_\_  
(ENTER NUMBER HERE)
- Copy of State Contractor's License - \_\_\_\_\_  
(ENTER NUMBER HERE)
- Enter number of years' experience in construction: \_\_\_\_\_ Years
- Enter number of years operating under contractor's license listed above: \_\_\_\_\_ Years

Check here if you, as the applicant, intend on serving as your own general contractor, and list below your proposed subcontractors:

<u>Name</u>	<u>License #</u>	<u>Trade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# West Trace



WESTLAKE, LOUISIANA

## DESIGN SUBMITTAL REQUIREMENTS AND PROCEDURES TO OBTAIN A DESIGN REVIEW BOARD APPROVAL AGREEMENT

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### INTRODUCTION

West Trace Design Review Board (Hereinafter referred to as the DRB) would like to welcome you and congratulate you on your decision to become a part of the West Trace Community.

The DRB was established by the Westlake Real Estate Board, by the authority vested in through the Covenants, Conditions and Restrictions of West Trace, adopted by the Westlake City Council in order to preserve the natural beauty of West Trace and its setting; to maintain the community as a pleasant and desirable environment; to establish and preserve a harmonious design for the community; and to protect and promote the value of property. With these goals in mind, the City of Westlake has adopted the following entities and instruments to control development:

- Westlake Real Estate Board (WREB)
- The West Trace Design review Board (DRB)
- Covenants, Conditions and Restrictions (CC&R's)
- West Trace Design Guidelines (WTDG's)
- Augusta Village Design Guidelines (AVDG's)

The above referenced, along with this document, the Design Submittal Requirements and Procedures (DSR&P) have been prepared to assist you in the planning your new residence.

When you are ready to proceed with the design of your new residence, the DRB is prepared to assist you, your design team and your contractor(s) from the planning stages through the end of construction. The DRB consists of a licensed architect, licensed landscape architect and a representative from the WREB. The DRB strongly recommends that you and your design team become familiar with the contents of the Covenants, Conditions and Restrictions and all applicable design guidelines. The DRB procedures are explained herein. Development of your residence shall not proceed prior to you obtaining a Design Review Board Approval Agreement (DRBAA)

### PROCEDURE FOR SUBMITTING CONSTRUCTION PLANS

The DRB suggests a three-phase submittal procedure that has been developed to benefit you and your design team. However, should you elect to bypass Phase 1 and 2, and proceed with Phase 3 as your initial submittal, you may do so at your own risk. A written *Approval Agreement* from the DRB, signed by the Applicant(s), is mandatory prior to beginning any construction activities. The DRB recognizes that you are eager to begin building your new residence and is committed to make every effort to expedite the approval process.

**Phase 1 – Concept Plan:** The Concept Plan review is important because it affords early feedback on the proposed design before extensive time and money are invested. Eliminating this step prevents front-end communication, which will be very beneficial to you and your design team as the DRB examines your proposed concept.

**Phase 2 – Preliminary Drawings:** Submission of Preliminary Drawings, based on input from the Concept Plan Review, shall give the DRB a definitive look at what your residence will look like and depict the objectives of your landscape improvements before going to the expense of having construction documents prepared.

**Phase 3 – Construction Documents:** The submission of Construction Documents, depicting detailed architectural and landscape architectural design and specifications as a requirement. Nothing herein shall prevent the applicant from submitting Phase 3 as the initial submission. However, it may be more cost and time efficient to utilize the three-step process.

NOTE: A detailed description of the Design Submittal Requirements and Procedures begins on page six of this document.

If you have any questions, please contact Terri Hawes, Permit Clerk at 337-433-0691.

## SECTION I – THE PROCESS

### 1. DRB PROCEDURES/DECISIONS:

- A. The applicant shall submit three (3) copies of each Phase or Phase 3 only to: City of Westlake Building Department for distribution to the DRB members
- B. Submittals shall not be distributed to the DRB members until the Westlake Building Department determines that all required documents and information have been submitted. If a submittal is deficient, the Westlake Building Department shall notify the applicant, in writing, within five (5) working days, stating the deficiency(s).
- C. Upon receipt of the submittal, each member of the DRB shall respond in writing (report and drawing mark-up) within ten (10) working days of receipt, providing said information to the DRB chairman.
- D. The DRB chairman shall subsequently provide a report with a compilation of comments and drawing mark-ups, called the Initial Response (IP), to the applicant within seven (7) working days of receipt of review from DRB members.
- E. If appropriate, following the distribution of the comments and drawing mark-ups to the applicant, either the applicant or the chairman of the DRB may request a special meeting to discuss any issues with the submission. Special meetings should be conducted in a timely manner so as not to delay the process and may be conducted via a teleconference.
- F. Within 25 working days of a submittal, the members of the DRB shall vote to determine approval of an applicant's submittal.
- G. Decisions: Applicants shall be notified, in writing, within five (5) working days following DRB voting. Oral representations of any decision shall not be valid, and shall not represent the official decision of the DRB.

Following are the five (5) decisions which may result subsequent to the submittal:

- 1) Approved as submitted, without any modifications
- 2) Approved as submitted, with minor modifications as stipulated in the DRBAA
- 3) Approved with minor revisions, based upon the applicant's design team responding immediately to the drawing mark-ups and report without having to re-initiate the submission process. Such revisions shall be provided to the DRB within twenty-five (25) working days, following the date that the applicant received.
- 4) A submittal may be denied, requiring the applicant to start over and pay applicable fees.
- 5) A submittal may be denied and the applicant may request an appeal.

**NOTE:** All decisions are final unless an appeal is requested, in writing by the applicant, and submitted to the DRB. In such instance, a joint meeting of the WREB and the DRB shall be conducted allowing the applicant and their design team to plead their case. Subsequently, the DRB shall explain the reasons for the previous denial. Following further discussion, the WREB shall take a vote to rescind or affirm the action of the DRB. If an affirmative vote occurs, the applicant may proceed with the process described herein and, subsequently, obtain a DRBAA. If the appeal fails, the applicant shall be required to start over with a new submittal.

2. **Fees:** All fees are non-refundable and payable to the City of Westlake, referenced to DRB Review, Augusta Village.

	<u>Type of Fee</u>	<u>Paid by</u>	<u>Amount</u>
A.	Initial Application – New Construction	Owner	300.00
B.	Resubmission Due to Denial (New Plans)	Owner	300.00
C.	Resubmission (Due to Appeal)	Owner	200.00
D.	Modification to Previously Approved Submittal or Existing Residence	Owner	200.00

3. **DRB Approval Agreement:**

- A. The Approval Agreement (DRBAA) shall be an instrument issued by the DRB to the Applicant, binding the Applicant to adhere to the Covenants, Conditions and Restrictions, the Design Guidelines and specific conditions to the specific submittal.
- B. The issuance of the Approval Agreement shall be issued once all of the following conditions have been achieved:
  - 1) Approval of the Construction Documents (plans, samples and specifications), as submitted, or with accepted modifications or revisions.
  - 2) Approval of a string stake-out of proposed improvements performed by applicant.
  - 3) Confirmation that erosion and siltation BMP's are in place.

**NOTE:** No construction shall proceed until the DRB Approval Agreement (DRBAA) is signed, placed on record with the Building Department of Westlake, and on display on the applicable lot. Selective clearing shall be performed at the owner's discretion, prior to receipt of the DRBAA. (See Typical Sign Board attached herewith.)



4. **Inspections:**

- A. **String Stake-out:** The applicant shall provide a string stake-out for the review of the DRB prior to issuance of the DRBAA. The stake-out shall show all property lines, lot corners, all building corners, drives and service yards, decks and patios.
- B. **On-Site Color and Material Inspection:** The applicant shall request an on-site inspection by the DRB to approve color samples and materials before painting or finished materials are applied to the residence. On-site samples shall be a minimum of two feet by two feet (2' x 2').
- C. **Final Inspection/Certificate of Acceptance:**
  - 1) The applicant shall request a final inspection at the time of completion of all improvements in order to ensure compliance with the approved house plans, landscape plans and colors.
  - 2) At such time all requirements/conditions have been addressed, the applicant shall request a Certificate of Acceptance.
  - 3) Should it not be advantageous to install landscaping due to the completion not coinciding with the proper planting season, the applicant may post a refundable deposit of \$1,000.00 until such time the landscape development is satisfactorily completed and approved, at which time, said deposit shall be refunded.
  - 4) The following exceptions may apply, if accepted by the DRB, relevant to landscaping:
    - a. Non golf course frontage lots may be exempt from final landscaping of the rear and side yards.
    - b. Non golf course frontage lots may be exempt from the placement of sod in the rear and side yards.
    - c. Delay of landscaping does not exempt the installation of sod in order to receive a certificate of acceptance.

5. **Enforcement:**

- A. The applicant is responsible for completion of all construction in strict compliance with the DRB Approval Agreement, all other requirements associated herewith the Covenants, Conditions and Restrictions (CC&R's) and the Design Guidelines (DG's).
- B. Should a violation occur of any form, the DRB shall notify the WREB of such violation. Subsequently, the WREB shall issue a Notice of Violation, and ask the applicant to stop, remove and/or alter any improvement in a manner that complies with the standards established by the CC&R's, DG's and/or the DRB Approval Agreement. Shall the violator wish to appeal the notice of violation, they can request to be placed on the agenda of the next regularly scheduled meeting of the WREB to plead their case.
- C. The DRB has the responsibility to report deficiencies to the WREB, such that the WREB can seek legal remedy to enforce architectural and landscape provisions of the Covenants, Conditions, Restrictions and all applicable Design Guidelines.
- D. Each site is to be maintained in an orderly appearance prior to and during the construction phase, which shall include dead tree removal, cutting of grass, weed control as well as prompt removal of accumulated trash and construction debris. An on-site trash bin is required. Should a periodic inspection determine that the site is not being maintained as required, a cleanup notice shall be issued to the applicant requiring immediate remedy, which could be subject to a fine.

6. **Modifications or Changes After Approval or to an Existing Residence:**

Any modifications or changes in design, material or color in a project that would affect the exterior after the DRBAA is received shall be submitted, as applicable, for approval by the DRB. Changes shall be submitted under the provisions and fees associated with the modification to previously approved submittals or for an existing residence, as described herein.

## SECTION II – PLAN SUBMISSION CRITERIA

1. The Design Review Board (DRB) encourages architectural design, colors and material that are visually harmonious with the overall appearance and, in particular, the general and specific DG's. During the design process, it is necessary to consider mass, roof form, window and door articulation, materials, finishes and colors, in addition to site constraints. As West Trace grows, the relationship of each residence to its neighbor shall become increasingly important, and should play an integral role in the design process. The objective is to establish a harmonious and compatible environment within the architectural style of each village.

All applications shall be evaluated for aesthetic considerations and certain technical compliances. Approval may be withheld solely for aesthetic reasons. These considerations shall be based on scale, material usage, color and compatibility with the particular neighborhood, siting, relationship to other neighboring properties and landscape improvements.

The DRB shall continuously evaluate the previously approved building styles and features to determine those desirable for future development. The DRB welcomes the use of new materials not otherwise covered in this document, but use of materials shall be reviewed on a case-by-case basis.

- ★ The DRB suggests a three-phase submittal procedure to achieve the DRB Approval Agreement in the most efficient manner. The submittals would include:

- Concept Plan
- Preliminary Plan
- Construction Documents

2. Whether the applicant elects to pursue the three-phase submittal or not, the application and fees shall accompany the initial submittal to initiate the review. The review fee is \$300.00 regardless of whether or not the concept or preliminary phases are pursued.
3. Review of plans shall occur at each phase with a report and marked up drawings, if appropriate. The report shall address deficiencies such that the applicant's design team may make applicable revisions for further review.
4. Award of the DRB Approval Agreement (DRBAA) shall occur when all requirements have been met and a majority of the DRB vote in the affirmative. Prior to final approval, the DRB may require a meeting of the applicant and their design team.
5. **Phase 1 – Concept Plan (Optional)**: Concept plan submission is suggested to provide the applicant and his design team a quick response to sketch-type drawings, to determine if the basic concept will be accepted. The DRB's opinion shall be non-binding and shall be offered only in an effort to save an applicant time and expense in pursuing a design that would, ultimately, be disapproved. Concept Plans may include some or all of the following:
  - A. Site Plan
  - B. Floor Plans
  - C. Square Footages
  - D. Elevations
  - E. Pictures of Examples

6. **Phase 2 – Preliminary Plans (Optional)**: Preliminary Plan Submission is recommended to resolve potential problems before the applicant goes to the time and expense associated with the production of Construction Documents. Preliminary approval does not constitute approval for construction. Specific reasons shall be given in the case of disapproval. Preliminary plans shall include, but not be limited to:
- A. A Site Plan at(1/8” or other suitable scale showing all trees and grades, both horizontal and vertical improvements, with pertinent location dimensions.
  - B. Floor Plans showing existing grade and elevations of each finished floor.
  - C. Square footages/floor – heated and unheated.
  - D. Elevations of each side of the residence.
  - E. Material Selections
  - F. Color Selections
  - G. Landscape Plan
  - H. Pictures of Examples
7. **Phase 3 – Construction Documents (Required)**: Prior to submittal of Construction Documents, the applicant shall have provided the string stake-out, and the DRB shall have provided approval. Construction Documents shall include, but not be limited to:
- A. Site Plan: Prepared and sealed by a licensed surveyor/architect/engineer at 1/8-inch scale (or other suitable scale) and shall depict:
    - 1) Location and identification of all special features (adjacent structures, lagoons, easements, drainage improvements).
    - 2) Existing topographic information using dotted lines indicating contours and written grade levels above (Mean Sea Level) M.S.L. of each finish floor elevation.
    - 3) Streets, drives, concrete aprons, culverts, paving, walkways, buildings, decks, patios, terraces, pools and all other proposed horizontal improvements.
    - 4) Utilities such as electricity, phone, cable, water and sewer.
    - 5) Location of HVAC units
    - 6) Location of emergency generators

- B. Grading and Drainage Plan: Prepared by a licensed architect/engineer depicting, but not limited to:
- 1) Existing and proposed contours
  - 2) Finished grade levels above M.S.L. for each finish floor elevation
  - 3) Arrows depicting drainage flow
  - 4) Proposed swales and/or berms (width and depth)
  - 5) Limits of fill
  - 6) Proposed culverts and tie-ins to existing drainage improvements
- C. Foundation Plans: Licensed architect/engineer
- 1) Footings, piers (size and type), beams, joists and concrete pads
  - 2) Elevation of first floor above M.S.L.
  - 3) Elevation of existing grade above M.S.L.
  - 4) Elevation of finished grade above M.S.L.
- D. Floor Plans: Mirrored plans not acceptable – Prepared by a licensed architect
- 1) Accurate dimensions
  - 2) Steps, porches, patios, landings, planters and walls
  - 3) Heated and cooled floor space – indicate square footages
  - 4) Dotted line of roof
- E. Roof Plan: Prepared by a licensed architect
- 1) Pitches
  - 2) Layout
  - 3) Dormers
  - 4) Chimneys
  - 5) Skylights
  - 6) Gutters and downspouts
  - 7) Materials
- F. Elevations: Prepared by a licensed architect
- 1) All sides (including hidden views)
  - 2) Material indications (written)
  - 3) Existing grade and finished grade above M.S.L.
  - 4) Total height (dimensions)

G. Exterior Detail Drawings: Prepared by a licensed architect

- 1) Typical wall detail: Shall accurately reflect house in plans, rake detail, cornice detail, base detail, etc.
- 2) Fascia and trim details
- 3) Corner detail
- 4) Window trim/jamb detail
- 5) Pier, column/pilaster detail
- 6) Deck, porch, floor, railing, column, post, baluster and step details
- 7) Special trim detail
- 8) Lattice detail
- 9) Chimney details

H. Samples (Actual Samples):

- 1) Exterior material samples; i.e. brick, stucco, siding
- 2) Exterior paint/stain colors

I. Landscape Plans: Prepared by a qualified designer

- 1) Plant material selection (plant list with specifications)
- 2) Plant location plan (includes turf locations and location of existing trees)
- 3) Pavements (walks patios, terraces, decks (includes steps)
- 4) Wood decks (include steps)
- 5) Fences, walls, screens and lattices
- 6) Gazebos, outdoor rooms, trellises, arbors, sunscreen and similar outdoor structure
- 7) Pools, fountains and spas
- 8) Outdoor recreation facilities/development
- 9) Retaining walls, steps and columns
- 10) Irrigation development
- 11) Landscape lighting
- 12) Screening for outdoor equipment; i.e. HVAC units, pool equipment, etc.
- 13) Applicable construction details

J. Technical Specifications: Utilize Construction Specification Institute's (CSI) format for the preparation and submission of specifications.

**ABBREVIATIONS:**

- WREB = Westlake Real Estate Board
- DRB = Design Review Board
- CC&R'S = Covenants, Conditions & Restrictions
- WTDG'S = West Trace Development Guidelines
- AVDG'S = Augusta Village Development Guidelines
- DRBAA = Development review Board Approval Agreement
- DSR&P'S = Design Submittal Review and Procedures
- BMP'S = Best Management Practices

# West Trace

WESTLAKE, LOUISIANA

DESIGN SUBMITTAL, REVIEW, APPROVAL, REVISION AND APPEAL PROCESS TO OBTAIN A DESIGN REVIEW BOARD (DRB) APPROVAL AGREEMENT

