

# **SugarMill Olde Towne Design Review Guidelines and Procedures**

## **Residential and Commercial Construction**

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**Rutter Land Company  
P.O. Box 745  
Thibodaux, LA 70302  
(985) 446-1903**

# SugarMill Olde Towne

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## Design Review Policy

- Function of the Design Review Process: To encourage the architectural harmony of *SugarMill Olde Towne*, the developer and all property owners are bound by regulations defined in *SugarMill Olde Towne's* Restrictive Covenants, Architectural Regulations, and by the requirements contained in this document. To that end, no structure or improvement shall be erected or altered until approvals described in this document have been obtained.
- Scope of Responsibility: *SugarMill Olde Towne* has the right to exercise control over all construction in *SugarMill Olde Towne* and will also review all alterations and modifications to structures and improvements (even after initial construction is complete), including, but not limited to: painting, renovations, and landscaping.
- Enforcing Powers: Should a violation occur, *SugarMill Olde Towne* has the right to an injunctive relief, which requires the owner to stop, remove, and/or alter any improvements in a manner that complies with the standards established by *SugarMill Olde Towne*. Approval by *SugarMill Olde Towne* does not relieve an owner of his/her obligation to obtain any governmental approvals. If such approvals are required and are not obtained by the owner, *SugarMill Olde Towne* and/or the applicable governmental agency may take whatever actions are necessary against the owner to force compliance.
- Limitations of Responsibility: The primary goal of *SugarMill Olde Towne* is to review the submitted applications in order to determine if the proposed construction conforms to The Design Guidelines. *SugarMill Olde Towne* does not assume responsibility for the following:
  - a) The structural adequacy, capacity, or safety features of the structure and/or improvement.
  - b) Non-compatible or unstable soil conditions, soil erosion, etc. The Owner's Architect/Designer shall review/implement soils tests requirements.
  - c) Compliance with any or all building codes, safety requirements, and governmental laws, regulations or ordinances.
  - d) The performance or quality of work of any architect or contractor.
  - e) Approval Not a Guarantee: No approval of plans and specifications shall be construed as representing or guaranteeing that such plans and specifications will, if followed, result in a properly designed improvement.
- The Architectural Review Committee: Membership shall consist of individuals appointed by *SugarMill Olde Towne*. Meetings are held as requests are received.
- Review Fees: Review fees are established by *SugarMill Olde Towne*. *SugarMill Olde Towne* reserves the right to waive these fees at its discretion.
- Review Policy: *SugarMill Olde Towne* reviews the submission and either grants approval, approval with stipulations, or denies approval. The owner is notified of the decision in writing and/or drawings within thirty days from the date of receipt. One set of plans will be returned with comments. *SugarMill Olde Towne* may deny approval because the application is incomplete or inadequate. If approval is not granted, a revised application may be submitted and reviewed in the same fashion as the initial application. If the application is denied approval, a formal appeal may be made in writing to *SugarMill Olde Towne*, attn: Architectural Review Committee.
- Application Withdrawal: An application for withdrawal may be made without prejudice.

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- Variances. All variance requests pertaining to The Design Guidelines must be made in writing. Any variance granted shall be considered unique and will not set precedence for future decisions.
- Approval of Builders. All builders must be approved by *SugarMill Olde Towne* to build in *SugarMill Olde Towne*. A list of pre-approved builders who understand the high quality of construction expected at *SugarMill Olde Towne* is available from Rutter Land Company. A builder not on the list must receive approval by *SugarMill Olde Towne*.
- Construction Inspection. Periodic inspections may be made by *SugarMill Olde Towne* while construction is in progress to determine compliance with the approved plans and specifications. *SugarMill Olde Towne* is empowered to enforce its policies as set forth in The Design Guidelines and the Restrictive Covenants by any action, including an action in a court law, to ensure its compliance.
- Waiver and Additional Requirements. The Design Guidelines has been adopted to assist the owners in connection with the design review procedure. However, *SugarMill Olde Towne* has the right to waive the Design Guidelines requirements on the basis of architectural merit or demonstrated hardship.

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## Design Review Procedure

Submit two (2) copies of all required documents and drawings to:

(Mailing address)

Abell + Crozier Architects  
A Professional Corporation  
Attn: SugarMill Olde Towne  
1604 W. Pinhook Rd. Suite 209  
Lafayette, LA 70508

All documents shall include the name of the project, "*SugarMill Olde Towne*," block and lot number, building type, owner(s)' name(s), and the date.

**Step 1. Review Documents** In order to proceed, you should have reviewed the following documents:

- a. The Lot Purchase Agreement.
- b. The Design Guidelines which consists of the Regulating Plan, the Urban Regulations, and the Architectural Regulations.
- c. The Restrictive Covenants.
- d. The Design Review Guidelines and Procedures. (This document)
- e. The list of recommended architects, designers, landscape architects, and approved builders.

**Step 2. Preliminary Plan Review** - Fee Required

This review confirms a correct interpretation of The Design Guidelines. *SugarMill Olde Towne* will stamp the drawings upon approval. Submit the following:

- a. **Form A – Preliminary Plan Review Application** – see attached.
- b. **Preliminary Design Drawings** as outlined below:
  - Site Plan (1/16" = 1') showing:
    - North arrow
    - Building footprints with entries, porches and balconies delineated and overhangs shown as dashed lines.
    - Drives and walks, with dimensions of each.
    - Existing trees shown, if any.
    - Any garden information.
  - Floor plans (1/8" = 1' or 1/4" = 1')
  - Elevations (1/8" = 1' or 1/4" = 1') showing:
    - Porches, balconies, doors, and windows.
    - Principal materials rendered and specified.
    - Height of each floor, eave and maximum height in relation to ground level.
    - Roof pitch.
  - Variances: If there are any variances to The Design Guidelines, submit a description of them and the justification based on merit or hardship.
  - Check in the amount of \$150.00 payable to Abell+Crozier Architects.

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## Step 3. Final Plan Review - Fee Required

\*\* Be sure to submit **Final Plan Review** paperwork **before** sending project out to bid.\*\*

This review checks the final plans for compliance with The Design Guidelines and verifies that recommendations made at the preliminary plan design review have been incorporated. Conformity to applicable local regulations and building codes is the responsibility of your architect/designer or builder. *SugarMill Olde Towne* will stamp the drawings upon approval. Submit the following:

- a. Form A: **Preliminary Plan Review Application** bearing *SugarMill Olde Towne* stamp of approval.
- b. Form B: **Final Plan Review Application**
- c. **Final Plans** as outlined below:
  - Site Plan showing:
    - 1/16" = 1': North arrow; property lines; and setbacks with dimensions:
  - Building footprints with entries, porches and balconies delineated and overhangs shown as dashed lines; location of parking on site; drives and walks with dimensions of each. Floor Plans (1/8" = 1' or 1/4" = 1') showing:
    - Rooms dimensioned and uses labeled.
    - All windows and doors with swings shown.
    - All overhangs of doors and roofs as dashed lines.
    - Overall dimensions.
    - Total square footage (enclosed and porches shown separately).
  - Elevations (1/8" = 1' or 1/4" = 1') showing:
    - Porches, balconies, doors, and windows.
    - Principal materials rendered and specified.
    - Height of each floor, eave and maximum height in relation to ground level.
    - Roof pitch.
  - Details (Drawn to scale) showing:
    - Eaves.
    - Door and window surrounds.
    - Porches.
    - Others as requested by *SugarMill Olde Towne*.
  - Landscape Plan delineating planted area and new plantings by common species names.
  - Variances: If there are any variances to The Design Guidelines, submit a description of them and the justification based on merit or hardship.
  - Check in the amount of \$300.00 payable to Abell+Crozier Architects.

*SugarMill Olde Towne* will either approve, approve with stipulations, or deny continued construction. The owner may also be asked by *SugarMill Olde Towne* to stake out the building, garden walls, fences, and trees to be removed.

All copies of drawings submitted will be filed with the Rutter Land Company.

If you have not selected a Builder by this time, you should do so now, see approval list of Builder, provided by *SugarMill Olde Towne*.

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## Preliminary Plan Design Review Application "Form A"

PROJECT NAME: \_\_\_\_\_  
 BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_  
 BUILDING TYPE: \_\_\_\_\_

	OWNER:			
	ADDRESS:			
	E-MAIL:			
	TELEPHONE:		FAX:	
	ARCHITECT /DESIGNER:			
	ADDRESS:			
	E-MAIL:			
	TELEPHONE:		FAX:	
	LANDSCAPE ARCHITECT (IF SELECTED):			
	ADDRESS:			
	E-MAIL:			
	TELEPHONE:		FAX:	
	BUILDER (IF SELECTED):			
	ADDRESS:			
	E-MAIL:			
	TELEPHONE:		FAX:	

**TWO (2) SETS OF SITE PLANS, FLOOR PLANS, AND ELEVATIONS ARE TO BE SUBMITTED.**

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Owner's Signature

Date Submitted

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## Final Plan Review Application "Form B"

PROJECT NAME: \_\_\_\_\_

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

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

	OWNER:			
	ADDRESS:			
	E-MAIL:			
TELEPHONE:		FAX:		
	ARCHITECT /DESIGNER:			
	ADDRESS:			
	E-MAIL:			
TELEPHONE:		FAX:		
	LANDSCAPE ARCHITECT (IF SELECTED):			
	ADDRESS:			
	E-MAIL:			
TELEPHONE:		FAX:		
	BUILDER (IF SELECTED):			
	ADDRESS:			
	E-MAIL:			
TELEPHONE:		FAX:		
	INTERIOR DESIGNER (IF SELECTED):			
	ADDRESS:			
	E-MAIL:			
TELEPHONE:		FAX:		

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**TWO (2) SETS** of the following documents are to be submitted:

FORM A (STAMPED)

FORM B

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**TWO (2) SETS** of the following drawings are to be submitted:

SITE PLAN

FLOOR PLANS

ELEVATIONS

DETAILS

LANDSCAPE PLAN

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Owner's Signature

Date Submitted

\*\* Be sure to submit **Final Plan Review** paperwork before sending project out to bid. \*\*