

# POINTE-MARIE

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## PM Design Code Forms

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## THE DESIGN APPROVAL PROCESS

### PROCESS AND SCHEDULING:

PRIOR TO SUBMISSION OF PLANS TO THE DESIGN REVIEW BOARD, THE OWNER (WITHOUT ANY ARCHITECT OR DESIGNER) MUST SCHEDULE A MEETING WITH THE DESIGN REVIEW BOARD AND/OR ITS ADMINISTRATOR TO DISCUSS THE SITE, THE APPROVAL PROCESS AND THE SPIRIT OF THE DESIGN CODE. WE REQUIRE THIS SO THAT THE OWNER HAS A CLEAR UNDERSTANDING OF POINTE-MARIE, THE DESIGN PROCESS AND DESIGN CODE, IN ORDER TO PREVENT UNNECESSARY MISUNDERSTANDINGS, MODIFICATIONS AND REVISIONS TO THE PLANS.

### SUBMISSION:

SUBMIT ONE COPY OF ALL REQUIRED DOCUMENTS AND DRAWINGS TO POINTE-MARIE DESIGN REVIEW BOARD, AT:

EMAIL: [DRB@POINTEMARIE.COM](mailto:DRB@POINTEMARIE.COM)

### FEES:

AN ADMINISTRATIVE FEE OF \$500.00 WILL BE CHARGED FOR THE REVIEW AND APPROVAL PROCESS.

## STEP 1.

REVIEW DOCUMENTS: IN ORDER TO PROCEED, YOU SHOULD HAVE REVIEWED THE FOLLOWING DOCUMENTS:

A. POINTE-MARIE ARCHITECTURAL AND DESIGN CODE HEREINAFTER REFERRED TO AS THE CODE.

## STEP 2.

SKETCH REVIEW. THIS REVIEW CONFIRMS A CORRECT INTERPRETATION OF THE CODE.

A. FORM A: SKETCH REVIEW APPLICATION

B. SCHEMATIC DESIGN DRAWINGS AS OUTLINED BELOW:

- SITE PLAN (1/16" = 1') SHOWING:
  - NORTH ARROW.
  - PROPERTY LINES AND SETBACKS WITH DIMENSIONS.
  - BUILDING FOOTPRINTS WITH ENTRIES, PORCHES AND BALCONIES DELINEATED AND OVERHANGS SHOWN AS DASHED LINE.
  - LOCATION OF PARKING ON SITE.
  - DRIVES AND WALKS, WITH DIMENSIONS OF EACH.
  - 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.

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## ROOF PITCH.

- VARIANCES: IF THERE ARE ANY VARIANCES TO THE CODE, SUBMIT A DESCRIPTION OF THEM AND THE JUSTIFICATION BASED ON MERIT OR HARDSHIP.

## STEP 3.

### CONSTRUCTION DOCUMENTS REVIEW.

**\*\*BE SURE TO SUBMIT CONSTRUCTION DOCUMENT REVIEW BEFORE SENDING PROJECTS OUT TO BID.\*\***

THIS REVIEW CHECKS THE CONSTRUCTION DOCUMENTS FOR COMPLIANCE WITH THE CODE AND VERIFIES THAT RECOMMENDATIONS MADE AT THE SKETCH REVIEW HAVE BEEN INCORPORATED. CONFORMITY TO APPLICABLE LOCAL REGULATIONS AND BUILDING CODES IS THE RESPONSIBILITY OF YOUR ARCHITECT OR BUILDER.

- A. FORM A: MATERIALS AND FINISHES LIST.
- B. CONSTRUCTION DOCUMENTS AS OUTLINED BELOW:

\*SITE PLANS SHOWING:

1" = 40': BUILDING FOOTPRINTS AND SETBACKS FROM ADJACENT PROPERTIES ON ALL 4 SIDES

(SEE SITE PLAN SKETCH)

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 (1/4" = 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 (1/4' = 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 (3/4"= 1' OR 1/12" = 1') SHOWING:

WATER TABLE (IF ANY).

EAVES.

DOOR AND WINDOW SURROUNDS.

PORCHES.

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OTHERS AS REQUESTED BY THE POINTE-MARIE DESIGN REVIEW BOARD.

\*VARIANCES: IF THERE ARE ANY VARIANCES TO THE CODE, SUBMIT A DESCRIPTION OF THEM AND THE JUSTIFICATION BASED ON MERIT OR HARDSHIP.

THE DESIGN REVIEW BOARD WILL APPROVE, APPROVE WITH STIPULATIONS, OR DENY CONTINUED CONSTRUCTION.

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## DESIGN REVIEW POLICY

FUNCTION OF THE DESIGN REVIEW PROCESS. TO ENCOURAGE THE ARCHITECTURAL HARMONY OF POINTE-MARIE, THE DEVELOPER AND ALL PROPERTY OWNERS ARE BOUND BY REGULATIONS DEFINED IN THE POINTE-MARIE ARCHITECTURAL CODE, DECLARATION OF COVENANTS 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.

LIMITATIONS OF RESPONSIBILITIES. THE PRIMARY GOAL OF POINTE-MARIE IS TO REVIEW THE SUBMITTED APPLICATIONS IN ORDER TO DETERMINE IF THE PROPOSED CONSTRUCTION CONFORMS TO THE CODE. POINTE-MARIE DOES NOT ASSUME RESPONSIBILITY FOR THE FOLLOWING:

1. THE STRUCTURAL ADEQUACY, CAPACITY, OR SAFETY FEATURES OF THE STRUCTURE AND/OR IMPROVEMENT.
2. NON-COMPATIBLE OR UNSTABLE SOIL CONDITIONS, SOIL EROSION, ETC.
3. COMPLIANCE WITH ANY OR ALL BUILDING CODES, SAFETY REQUIREMENTS, AND GOVERNMENTAL LAWS, REGULATIONS OR ORDINANCES.
4. THE PERFORMANCE OR QUALITY OF WORK OF ANY ARCHITECT OR CONTRACTOR.

THE DESIGN REVIEW COMMITTEE. MEMBERSHIP SHALL CONSIST OF INDIVIDUALS APPOINTED BY POINTE-MARIE. MEETINGS ARE HELD AS REQUESTS ARE RECEIVED.

REVIEW FEES. REVIEW FEES ARE ESTABLISHED BY POINTE-MARIE. POINTE-MARIE RESERVES THE RIGHT TO WAIVE THESE FEES AT ITS DISCRETION.

REVIEW POLICY. POINTE-MARIE 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. IF POINTE-MARIE DOES NOT CONTACT THE OWNER WITHIN THIRTY DAYS, THE APPLICATION SHALL NOT BE DEEMED "APPROVED". POINTE-MARIE 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 POINTE-MARIE, ATTN: DESIGN REVIEW BOARD.

APPLICATION WITHDRAWAL. AN APPLICATION FOR WITHDRAWAL MAY BE MADE WITHOUT PREJUDICE.

VARIANCES. ALL VARIANCE REQUESTS PERTAINING TO THE CODE MUST BE MADE IN WRITING. ANY VARIANCE GRANTED SHALL BE CONSIDERED UNIQUE AND WILL NOT SET PRECEDENCE FOR FUTURE DECISIONS.

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APPROVAL OF BUILDERS. ALL BUILDERS MUST BE APPROVED BY POINTE-MARIE TO BY BUILD IN POINTE-MARIE. A LIST OF PRE-APPROVED BUILDERS WHO UNDERSTAND THE HIGH QUALITY OF CONSTRUCTION EXPECTED AT POINTE-MARIE IS AVAILABLE IN THIS BOOKLET. A BUILDER NOT ON THE LIST MUST RECEIVE APPROVAL FROM POINTE-MARIE.

CONSTRUCTION DEPOSIT. A CONSTRUCTION DEPOSIT OF TWO-THOUSAND DOLLARS (\$2,000.00) IS REQUIRED FROM THE BUILDER FOR EACH HOUSE. THE DEPOSIT SHALL BE HELD BY POINTE-MARIE UNTIL A FINAL FIELD INSPECTION HAS BEEN MADE BY POINTE-MARIE. FULL COMPLIANCE WILL RESULT IN THE RETURN OF THE CONSTRUCTION DEPOSIT. IF THE DEPOSIT IS REQUIRED TO REPAIR, REPLACE, OR CLEAN UP COMMON AREAS THAT ARE DAMAGED DUE TO CONSTRUCTION ACTIVITIES, THE BUILDER WILL BE NOTIFIED PRIOR TO THE USE OF THE DEPOSIT. THE BUILDER WILL BE ALLOWED TO RECTIFY THE PROBLEM BEFORE THE DEPOSIT IS EXPENDED.

CONSTRUCTION INSPECTION. PERIODIC INSPECTIONS MAY BE MADE BY POINTE-MARIE WHILE CONSTRUCTION IS IN PROGRESS TO DETERMINE COMPLIANCE WITH THE APPROVED PLANS AND SPECIFICATIONS. POINTE-MARIE IS EMPOWERED TO ENFORCE ITS POLICIES AS SET FORTH IN THE CODE AND THE DECLARATION OF COVENANTS BY ANY ACTION, INCLUDING AN ACTION IN A COURT OF LAW, TO ENSURE ITS COMPLIANCE.

WAIVER AND ADDITIONAL REQUIREMENTS. THE CODE HAS BEEN ADOPTED TO ASSIST THE OWNERS IN CONNECTION WITH THE DESIGN REVIEW PROCEDURE. HOWEVER, POINTE-MARIE HAS THE RIGHT TO WAIVE THE CODE REQUIREMENTS ON THE BASIS OF ARCHITECTURAL MERIT OR DEMONSTRATED HARDSHIP.

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## SUBMITTAL FORMS



# POINTE-MARIE

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## FORM A

### SKETCH & CONSTRUCTION DOCUMENT APPLICATION

#### OWNER INFORMATION-

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

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

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

EMAIL: \_\_\_\_\_

#### ARCHITECT INFORMATION-

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

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

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

EMAIL: \_\_\_\_\_

TWO SETS OF DRAWINGS ARE TO BE SUBMITTED

---

DATE SUBMITTED

---

SIGNATURE

# POINTE-MARIE

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## FORM B

### MATERIALS AND FINISHES LIST

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

IDENTIFY THE PROPOSED EXTERIOR MATERIALS AND COLORS AS NOTED BELOW. INCLUDE PERTINENT INFORMATION OR SAMPLES, SUCH AS PHOTOGRAPHS OR CUT SHEETS. INCLUDE COLOR SAMPLE BOARD FOR ALL PAINTED, STAINED, OR FACTORY-COLORED MATERIALS.

ELEMENTS:                      DESCRIPTION:

WALLS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
WINDOWS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DOORS (MAIN ENTRANCE) \_\_\_\_\_  
DOORS (OTHER) \_\_\_\_\_  
GARAGE DOORS \_\_\_\_\_  
DRIVEWAY \_\_\_\_\_  
\_\_\_\_\_  
WALKS \_\_\_\_\_  
\_\_\_\_\_  
FENCE GATES \_\_\_\_\_  
RAILINGS \_\_\_\_\_  
\_\_\_\_\_  
DECK \_\_\_\_\_  
\_\_\_\_\_  
ROOFING \_\_\_\_\_  
\_\_\_\_\_  
GUTTERS \_\_\_\_\_  
SOFFIT \_\_\_\_\_  
LIGHTING \_\_\_\_\_  
\_\_\_\_\_  
SHUTTERS \_\_\_\_\_  
CHIMNEYS \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

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## BUILDER APPLICATION PAGE 1

### CONTACT INFORMATION

DATE			
NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		WORK PHONE	
CELL PHONE		FAX	
E-MAIL ADDRESS			
CONTRACTOR'S / BUILDER'S LICENSE NUMBER			

PLEASE PROVIDE THE FOLLOWING REFERENCES FROM THREE PREVIOUS CLIENTS AND ONE FINANCIAL REFERENCE:

### REFERENCE #1

PROJECT NAME			
CONTACT NAME			
COMPANY NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		CELL PHONE	
WORK PHONE		FAX	
E-MAIL ADDRESS			

### REFERENCE #2

PROJECT NAME			
CONTACT NAME			
COMPANY NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		CELL PHONE	
WORK PHONE		FAX	
E-MAIL ADDRESS			

### REFERENCE #3

PROJECT NAME			
CONTACT NAME			
COMPANY NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		CELL PHONE	
WORK PHONE		FAX	
E-MAIL ADDRESS			



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## CONSTRUCTION NOTICE OF COMMENCEMENT

DATE		LOT		BLOCK	
<b>OWNER</b>					
NAME					
STREET ADDRESS					
CITY ST ZIP CODE					
HOME PHONE			CELL PHONE		
WORK PHONE			FAX		
E-MAIL ADDRESS					
<b>BUILDER</b>					
COMPANY					
CONTACT NAME					
STREET ADDRESS					
CITY ST ZIP CODE					
HOME PHONE			WORK PHONE		
CELL PHONE			FAX		
E-MAIL ADDRESS					
CONTRACTOR'S / BUILDER'S LICENSE NUMBER					

OWNER(S) AND BUILDER HEREBY NOTIFY THE DESIGN REVIEW BOARD THAT THEY PLAN TO BEGIN CONSTRUCTION IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS FOR THE ABOVE LOT.

BUILDER CERTIFIES THAT HE IS AN APPROVED BUILDER IN GOOD STANDING WITH THE DEVELOPER OF POINTE-MARIE, AND HEREBY AFFIRMS THE REPRESENTATIONS AND AGREEMENTS MADE IN THE BUILDER APPLICATION ON FILE WITH THE DESIGN REVIEW BOARD.

OWNER(S) AND BUILDER AGREE THAT THE DESIGN REVIEW BOARD OR ITS AGENT MAY INSPECT THE CONSTRUCTION SITE AT ANY TIME AND SHALL HAVE ALL RIGHTS UNDER RECORDED INSTRUMENTS AND THE VARIOUS DOCUMENTS OF THE POINTE-MARIE DESIGN CODE TO STOP ANY CONSTRUCTION NOT PERFORMED IN A SAFE AND WORKMANLIKE MANNER IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS. OWNER(S) AND BUILDER RECOGNIZE AND AGREE THAT ANY CHANGES TO THE APPROVED PLANS AND SPECIFICATIONS MUST BE APPROVED IN ADVANCE BY THE DESIGN REVIEW BOARD.

OWNER(S) AND BUILDER RECOGNIZE AND AGREE THAT THE DESIGN REVIEW BOARD, THE DEVELOPER OF POINTE-MARIE AND ITS AGENTS AND EMPLOYEES ARE CONCERNED PRIMARILY WITH AESTHETIC CONSIDERATIONS AND ARE NOT LIABLE FOR ANY DESIGN OR CONSTRUCTION DEFECTS AFFECTING THE SAFETY OR STRUCTURAL INTEGRITY OF THE HOME TO BE CONSTRUCTED ON THE ABOVE LOT.

PLEASE RETURN THE COMPLETED APPLICATION AND THE SIGNED NOTICE OF CONSTRUCTION COMMENCEMENT TO THE DESIGN REVIEW BOARD.

\_\_\_\_\_ OWNER

\_\_\_\_\_ BUILDER

## CONSTRUCTION AGREEMENT

PURSUANT TO THE POINTE-MARIE DESIGN CODE, THE UNDERSIGNED BUILDER AGREES TO AND UNDERSTANDS THE FOLLOWING CONDITIONS WITHIN POINTE-MARIE:

1. I, \_\_\_\_\_, HAVE REVIEWED AND UNDERSTAND THE POINTE-MARIE DESIGN CODE AND AGREE TO CONSTRUCT ALL PROJECTS IN ACCORDANCE WITH FINAL PLANS AND SPECIFICATIONS AS APPROVED FOR THE PROJECT BY THE DESIGN REVIEW BOARD. I UNDERSTAND THAT ANY CHANGES TO THE FINAL PLANS AND SPECIFICATIONS MUST BE APPROVED BY THE POINTE-MARIE DESIGN REVIEW BOARD PRIOR TO IMPLEMENTATION.

2. I AGREE TO FOLLOW ALL APPLICABLE BUILDING CODES (INCLUDING STATE, PARISH AND MUNICIPAL CODES) AT ALL TIMES. I UNDERSTAND THAT THE DESIGN REVIEW BOARD IS INTENDED ONLY TO ASSURE COMPLIANCE WITH THE AESTHETIC CONCERNS OF THE POINTE-MARIE DESIGN CODE AND NEITHER THE DESIGN REVIEW BOARD NOR THE FOUNDER OF POINTE-MARIE IS LIABLE FOR ANY DESIGN OR CONSTRUCTION DEFECTS AFFECTING THE SAFETY OR STRUCTURAL INTEGRITY OF THE BUILDING.

3. I HAVE REVIEWED AND UNDERSTAND REQUIREMENTS FOR STORM WATER AND EROSION CONTROL, AND ANY AND ALL RELATED OTHER ORDINANCES APPLYING TO DEVELOPMENT IN POINTE-MARIE.

4. I UNDERSTAND AND AGREE THAT I AM RESPONSIBLE FOR ANY AND ALL DAMAGE TO THE SIDEWALKS DURING CONSTRUCTION. I HAVE THE OPTION TO SAW-CUT AND REMOVE THE SIDEWALK PRIOR TO CONSTRUCTION COMMENCEMENT FOR ACCESS TO THE SITE DURING CONSTRUCTION. THE ACCESS SHALL BE CUT AT THE APPROVED DRIVEWAY LOCATION. FROM A LIABILITY STANDPOINT IT IS REQUIRED THAT THIS AREA BE BARRICADED. I ALSO HAVE THE OPTION TO LEAVE IN THE SIDEWALK AND NOT CUT IT UNLESS IT IS ACTUALLY BROKEN/DAMAGED. UPON COMPLETION OF CONSTRUCTION I UNDERSTAND IT IS MY RESPONSIBILITY TO RESTORE THE SIDEWALK TO ITS ORIGINAL CONDITION WITH A BROOM FINISH.

5. I AM RESPONSIBLE FOR MAINTAINING A CLEAN CONSTRUCTION SITE AT ALL TIMES. I AGREE TO FURNISH TRASH CONTAINERS AND KEEP THE PREMISES FREE FROM ACCUMULATION OF WASTE MATERIALS AT ALL TIMES. ALL WORKERS WILL PICK UP ALL PAPER AND DEBRIS EACH DAY BEFORE LEAVING THE SITE. TRASH SHALL NOT BE ALLOWED OUTSIDE OF THE DESIGN REVIEW BOARD APPROVED DESIGNATED TRASH AND SCRAP AREA. UPON COMPLETION OF THE WORK, ALL REMAINING WASTE MATERIALS SHALL BE DISPOSED OF LEGALLY, AND TOOLS, CONSTRUCTION EQUIPMENT, MACHINERY AND SURPLUS MATERIAL SHALL BE REMOVED FROM THE SITE. NO DUMPING IS ALLOWED. BURNING IS BY PERMIT ONLY. IF I FAIL TO MAINTAIN A CLEAN CONSTRUCTION SITE AS STATED HEREIN, THE DESIGN REVIEW BOARD WILL HAVE THE RIGHT TO PERFORM, WITHOUT NOTICE, ANY CLEANUP NECESSARY AND CHARGE ME ACCORDINGLY.

6. I UNDERSTAND THAT SPRAY PAINTING IS NOT ALLOWED ON THE EXTERIOR OF THE HOUSE OR OUTSIDE OF THE STRUCTURE.

7. I AM RESPONSIBLE FOR THE BEHAVIOR AND ACTIONS OF ALL WORKERS AND SUBCONTRACTORS WHO DO WORK ON MY PROJECT WHILE THEY ARE IN POINTE-MARIE. I UNDERSTAND THAT ABUSIVE LANGUAGE, CAT CALLS AND CUSSING WILL NOT BE TOLERATED. ALL RADIOS ARE BANNED FROM USE AT CONSTRUCTION SITES AND WITHIN THE POINTE-MARIE PROPERTY. CONTRACTORS AND SUB-CONTRACTORS ARE NOT ALLOWED TO BRING DOGS OR OTHER PETS IN POINTE-MARIE.

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8. I UNDERSTAND THAT IT IS THE INTENT OF THE DESIGN REVIEW BOARD AND THE DEVELOPER TO MAINTAIN AND PRESERVE AS MUCH OF THE NATURAL VEGETATION AS POSSIBLE. I WILL NOT CLEAR OR DAMAGE THE VEGETATION OUTSIDE OF THE BUILDING AND DRIVE AREAS. PRIOR TO THE START OF ANY SITE CONSTRUCTION I WILL BY MEANS OF A TEMPORARY FENCE BARRICADE ANY AREA OF VEGETATION THAT IS TO BE PRESERVED OUTSIDE OF THE BUILDING AND DRIVEWAY AREAS.

9. I UNDERSTAND THAT ALL CONSTRUCTION ACTIVITY AND ALL CONSTRUCTION PERSONNEL SHALL NOT BEGIN WORK EARLIER THAN 7:00 A.M. AND MUST END WORK BY 6:00 P.M. MONDAY THROUGH SATURDAY. THERE SHALL BE NO CONSTRUCTION ACTIVITY ON SUNDAY OR ON ANY PRINCIPAL HOLIDAYS WITHOUT THE EXPRESS PERMISSION OF THE DEVELOPER.

10. ALL VEHICLES AND WORKERS MUST ABIDE BY THE TRAFFIC ACCESS AND PARKING PLAN DESIGNATED BY THE DEVELOPER FROM TIME TO TIME. ALL ROADWAYS AND WALKWAYS MUST BE KEPT OPEN FOR THE PASSAGE OF THROUGH TRAFFIC. PARKING NEEDS TO BE RESTRICTED TO DESIGNATED AREAS. DRIVEWAYS OF OTHER RESIDENCES CANNOT BE USED AT ANY TIME. I UNDERSTAND AND AGREE THE FOLLOWING FINE SYSTEM IS IN PLACE WITH REGARD TO SPEEDING:

1ST VIOLATION: VERBAL WARNING WITH A NOTIFICATION TO THE GENERAL CONTRACTOR,

2ND VIOLATION: \$25 FINE (COPY TO GENERAL CONTRACTOR),

3RD VIOLATION: \$50 FINE AND VEHICLE WILL NEED TO BE PARKED EACH DAY IN AN AREA DESIGNATED BY THE DEVELOPER.

11. I AM RESPONSIBLE FOR CONTAINING WORK ACTIVITY ON THE JOB SITE, TAKING CARE THAT IT DOES NOT ENCROACH ON ANY ADJACENT PROPERTY.

12. I WILL CARRY AND KEEP IN FORCE AT ALL TIMES THE FOLLOWING MINIMUM INSURANCE COVERAGE, AND AT THE SIGNING OF THIS AGREEMENT, HAVE PROVIDED EVIDENCE OF SUCH COVERAGE TO THE DEVELOPER:

(A) WORKMEN'S COMPENSATION AS REQUIRED BY LAW AND

(B) BODILY INJURY AND PROPERTY DAMAGE OCCURRENCE WITH A MINIMUM LIMIT OF \$500,000 WITH A GENERAL AGGREGATE OF AT LEAST \$1,000,000.

13. I UNDERSTAND THAT ANY CONSTRUCTION BEING EXECUTED IN A POOR AND UNWORKMANLIKE MANNER, OR IN VIOLATION OF, OR INCONSISTENT WITH THE PLANS PREVIOUSLY APPROVED BY THE DESIGN REVIEW BOARD MAY BE STOPPED BY THE DESIGN REVIEW BOARD, OR THE DEVELOPER OF POINTE-MARIE, UNTIL THE WORK HAS BEEN CORRECTED TO THE SATISFACTION OF THE DESIGN REVIEW BOARD, OR DEVELOPER.

14. I UNDERSTAND AND AGREE TO THE FOLLOWING FINE SYSTEM THAT IS IN PLACE TO REMEDY ANY FAILURE ON MY PART TO ABIDE BY THE ABOVE CONDITIONS.

1ST VIOLATION: VERBAL WARNING TO OFFENDER AND/OR THE GENERAL CONTRACTOR,

2ND VIOLATION: VERBAL WARNING TO OFFENDER AND/OR THE GENERAL CONTRACTOR,

3RD VIOLATION: WRITTEN WARNING LETTER AND \$100 FINE TO REPEAT OFFENDER AND/OR GENERAL CONTRACTOR.

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15. I UNDERSTAND AND AGREE THAT FAILURE TO ABIDE BY ANY OF THE ABOVE RULES, OR FAILURE TO REQUIRE COMPLIANCE BY MY EMPLOYEES OR SUBCONTRACTORS, OR THE LAPSE OF ANY OF THE INSURANCE REQUIREMENTS WILL, AT THE DEVELOPER'S DISCRETION, RESULT IN SUSPENSION OF MY BUILDING PRIVILEGES WITHIN POINTE-MARIE.

16. I AGREE TO PROVIDE THE DESIGN REVIEW BOARD WITH A NOTICE OF COMMENCEMENT PRIOR TO THE START OF CONSTRUCTION.

17. I FURTHER AGREE TO CONTACT THE ARCHITECT UPON COMPLETION OF CONSTRUCTION AND IN COOPERATION WITH HIM/HER SIGN AND SUBMIT THE CONTRACTOR'S AFFIDAVIT OF FINAL INSPECTION AND COMPLIANCE TO THE POINTE-MARIE DESIGN REVIEW BOARD.

18. I AGREE THAT ALL CONSTRUCTION SIGNAGE MUST CONFORM TO THE DESIGN CODE AND BE APPROVED BY THE DESIGN REVIEW BOARD PRIOR TO INSTALLATION. ALL CONSTRUCTION SIGNS SHALL BE PROMPTLY REMOVED UPON ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

BUILDER:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

DEVELOPER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME



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## APPLICATION FOR SKETCH REVIEW

PLEASE COMPLETE AND RETURN THIS APPLICATION ALONG WITH TWO COMPLETE SETS OF THE MATERIALS LISTED BELOW AND A CHECK IN THE AMOUNT OF \$500.00 FOR THE DESIGN REVIEW FEE.

1. SKETCHED SITE PLAN WITH DIMENSIONS (AT 1/8" SCALE).
2. SKETCHED FLOOR PLAN WITH DIMENSIONS (AT 1/4" SCALE).
3. SKETCHED ELEVATIONS WITH DIMENSIONS (AT 1/4" SCALE).
4. PERSPECTIVE SKETCHES (OPTIONAL).

TO BE COMPLETED BY APPLICANT:

DATE		LOT		BLOCK	
------	--	-----	--	-------	--

OWNER			
NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		CELL PHONE	
WORK PHONE		FAX	
E-MAIL ADDRESS			

ARCHITECT			
COMPANY			
CONTACT NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		WORK PHONE	
CELL PHONE		FAX	
E-MAIL ADDRESS			

\_\_\_\_\_  
ARCHITECT

\_\_\_\_\_  
PRINT NAME

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## APPLICATION FOR PRELIMINARY REVIEW

PLEASE COMPLETE AND RETURN THIS APPLICATION ALONG WITH TWO COMPLETE SETS OF THE MATERIALS LISTED BELOW:

1. TOPOGRAPHIC AND BOUNDARY SURVEY
2. PRELIMINARY LANDSCAPING PLAN
3. PRELIMINARY SITE PLAN
4. PRELIMINARY FLOOR PLANS AND ROOF PLAN
5. PRELIMINARY ELEVATIONS
6. OUTLINE SPECIFICATIONS
7. FOOTPRINT & IMPERVIOUS AREA CALCULATIONS FORM (ATTACHED)
8. ARCHITECT'S AFFIDAVIT

### TO BE COMPLETED BY APPLICANT:

DATE		LOT		BLOCK	
WILL THIS HOME BE PUT ON THE RENTAL PROGRAM?			YES	NO	

OWNER			
NAME			
MAILING ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		CELL PHONE	
WORK PHONE		FAX	
E-MAIL ADDRESS			

ARCHITECT			
COMPANY			
CONTACT NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		WORK PHONE	
CELL PHONE		FAX	
E-MAIL ADDRESS			

\_\_\_\_\_  
ARCHITECT

\_\_\_\_\_  
PRINT NAME

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## FOOTPRINT AND AREA CALCULATIONS

TO BE SUBMITTED ALONG WITH PRELIMINARY REVIEW APPLICATION

DATE		LOT		BLOCK	
------	--	-----	--	-------	--

LOT AREA SQUARE FOOTAGE *:	
SQUARE FOOTAGE (HEATED AND COOLED):	
SQUARE FOOTAGE (PORCHES):	
TOTAL SQUARE FOOTAGE:	

MAXIMUM FOOTPRINT ALLOWED* - MAIN HOUSE (32%):	
PROPOSED FOOTPRINT OF MAIN HOUSE:	
PROPOSED FOOTPRINT (HEATED AND COOLED):	
PROPOSED FOOTPRINT (PORCHES):	

MAXIMUM FOOTPRINT ALLOWED* - OUTBUILDING:	
PROPOSED FOOTPRINT OF OUTBUILDING:	

MAXIMUM IMPERVIOUS AREA* (60%):	
PROPOSED IMPERVIOUS AREA:	

MINIMUM WATER RETAINAGE*:	
PROPOSED WATER RETAINAGE:	

\*REFER TO FOOTPRINT AND IMPERVIOUS AREA CHART IN ARCHITECTURAL AND DESIGN CODE

\_\_\_\_\_  
ARCHITECT

\_\_\_\_\_  
PRINT NAME

# POINTE-MARIE

Village | Destination | Resort | Home

## APPLICATION FOR FINAL REVIEW

PLEASE COMPLETE THIS APPLICATION AND RETURN ALONG WITH TWO COMPLETE SETS OF THE FINAL CONSTRUCTION DOCUMENTS AS LISTED BELOW.

1. SITE PLAN
2. FLOOR PLANS
3. EXTERIOR ELEVATIONS
4. ROOF PLAN
5. CONSTRUCTION SPECIFICATIONS
6. EXTERIOR COLOR SELECTIONS WITH COLOR SAMPLES (MAY ALSO BE SELECTED DURING CONSTRUCTION PROCESS.)
7. LANDSCAPE PLAN
8. EXTERIOR LIGHTING SELECTIONS
9. ARCHITECT'S AFFIDAVIT

### TO BE COMPLETED BY APPLICANT:

DATE		LOT		BLOCK	
------	--	-----	--	-------	--

WILL THIS HOME BE PUT ON THE RENTAL PROGRAM?	YES	NO
--	-----	----

OWNER			
NAME			
MAILING ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		CELL PHONE	
WORK PHONE		FAX	
E-MAIL ADDRESS			

ARCHITECT			
COMPANY			
CONTACT NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		WORK PHONE	
CELL PHONE		FAX	
E-MAIL ADDRESS			

\_\_\_\_\_  
ARCHITECT

\_\_\_\_\_  
PRINT NAME

# POINTE-MARIE

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## APPLICATION FOR MODIFICATIONS TO APPROVED PLANS

TO BE COMPLETED BY APPLICANT:

DATE		LOT		BLOCK	
------	--	-----	--	-------	--

WILL THIS HOME BE PUT ON THE RENTAL PROGRAM?	YES	NO
--	-----	----

OWNER			
NAME			
MAILING ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		CELL PHONE	
WORK PHONE		FAX	
E-MAIL ADDRESS			

ARCHITECT			
COMPANY			
CONTACT NAME			
STREET ADDRESS			
CITY ST ZIP CODE			
HOME PHONE		WORK PHONE	
CELL PHONE		FAX	
E-MAIL ADDRESS			

BRIEF DESCRIPTION OF PROPOSED CHANGE(S):

ATTACH LETTER OF INTENT WITH MORE COMPLETE DESCRIPTION IF NECESSARY, ALONG WITH ALL DRAWINGS, SITE PLAN, AND MATERIALS CUT SHEETS OR SAMPLES AS NECESSARY TO ADEQUATELY SHOW CHANGE.

\_\_\_\_\_  
ARCHITECT

\_\_\_\_\_  
PRINT NAME

# POINTE-MARIE

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APPLICATION FOR COLOR APPROVAL

DATE		LOT		BLOCK	
------	--	-----	--	-------	--

OWNER		ARCHITECT	
-------	--	-----------	--

\_\_\_\_\_  
 SUBMITTED BY PRINT NAME

LOCATION	COLOR NAME	COLOR NUMBER	MANUFACTURER
WALLS/SIDING			
TRIM			
COLUMNS			
WINDOWS			
DOORS			
SHUTTERS			
BALUSTRADES			
PORCH/DECK FLOORING			
ROOF			
FOUNDATION			
FENCE/PYLONS/PICKETS			
PAVERS			

COMMENTS:

--

(NOTE: FOR COLORS SPECIFIED BY MANUFACTURES OTHER THAN DEVOE AND BENJAMIN MOORE, A COLOR CHIP MUST ACCOMPANY THIS APPLICATION.)

\_\_\_\_\_  
 ARCHITECT PRINT NAME

# POINTE-MARIE

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## DESIGN REVIEW BOARD RESPONSE FORM

DATE		LOT		BLOCK	
------	--	-----	--	-------	--

OWNER	
ARCHITECT	
BUILDER	

THE DESIGN REVIEW BOARD HAS RECEIVED AND REVIEWED THE FORM(S) INDICATED:

<input type="checkbox"/>	FORM A SKETCH AND CONSTRUCTION DOCUMENT APPLICATION
<input type="checkbox"/>	FORM B MATERIALS AND FINISHES LIST
<input type="checkbox"/>	BUILDER APPLICATION
<input type="checkbox"/>	CONSTRUCTION NOTICE OF COMMENCEMENT
<input type="checkbox"/>	CONSTRUCTION AGREEMENT
<input type="checkbox"/>	APPLICATION FOR SKETCH REVIEW
<input type="checkbox"/>	APPLICATION FOR PRELIMINARY REVIEW
<input type="checkbox"/>	FOOTPRINT AND AREA CALCULATION
<input type="checkbox"/>	APPLICATION FOR FINAL REVIEW
<input type="checkbox"/>	APPLICATION FOR MODIFICATIONS TO APPROVED PLANS
<input type="checkbox"/>	APPLICATION FOR COLOR APPROVAL

<input type="checkbox"/>	APPROVED
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<input type="checkbox"/>	DENIED
--------------------------	--------

DRB COMMENTS:

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DESIGN REVIEW BOARD

PRINT NAME