

THE SANCTUARY AT JUBAN CROSSING HOMEOWNERS' ASSOCIATION, INC.

ARCHITECTURAL REVIEW COMMITTEE'S (ARC)

Application for Approval-New Construction (Residential) or Changes/Additions

This form can be electronically completed, signed, and emailed to the email address listed below or it can be printed out, completed, signed and mailed to address listed below.

Submit Completed Forms and Attachments	
Email: info@magnoliabr.com	Mail: P. O. Box 87234 Baton Rouge, LA 70879

Printed and signed forms must be submitted in PDF format. Building plans/construction drawings, a picture or sketch of the construction/work/improvement and \$100.00 deposit must be submitted to Magnolia Management Services with the application.

A SET OF BUILDING PLANS/CONSTRUCTION DRAWINGS MUST BE SENT WITH ALL REQUESTS

REGARDLESS OF REQUEST TYPE.

Date _____

Owner's Name: _____
Mailing Address: _____ _____
HOA: _____
Lot Number: _____
Telephone Contact Number: _____ Cell ____ Work ____ Home ____
Email Address: _____

1. INFORMATION REQUIRED:

a. GENERAL NOTES:

1. **Is the lot where construction/work/improvement is proposed adjacent to or touches any association common area(s), such as pond, greenspace, etc.?** ☐ Yes ☐ No If Yes, what side(s) of the lot are adjacent to or touch any association common area(s)? Please describe here and note this area on the plot plans, building plans.
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2. **Include on this form a detailed description of the scope of this request and include specific dimensions.** Attach building plans/construction drawings showing the location of construction/work/improvement(s) proposed including in the backyard, side-yard, any improvements in the water (bulkheads). Be specific, showing to scale the property line, building set back lines, easements, fences, sidewalks, patios, pools, and neighboring lots and/or streets.
3. **Provide a description of the materials used, with specifications and manufacturer's information/numbers, where noted on this form.** Also identify the specific colors used with manufacturer numbers, even if they are the same numbers that exist now. Include specific measurements of materials. **Example: Fence Board: Slats 1' X 4" X 6'.**
4. **If painting or staining, you MUST include paint/stain sample and brand/manufacturer with this form. Please consider the color of the brick when making your paint selection.**
5. **Two complete sets** of plans which include plot plans, building floor plans, complete building elevations, grading and improvement plans and specifications must be filed with this application. Samples of roofing material and exterior color samples must be submitted and approved before use. Additionally, landscape plans (including hard-scape and soft-scape) must be included with this submittal. Submit the deposit/fees along with your application. A copy of the checklist is included. Plot plans can be found at <http://atlas.geoportalmaps.com/livingston>.
6. For your protection, inquire with the proper authorities, either city or parish, state and federal, regarding permit requirements before starting any work on your property (once approval is received from ARC). Projects involving new construction, additions, alterations, or any modifications to structural, electrical, heating, water, gas or sanitary plumbing systems will require a permit from the proper authorities. ***Provide copies of all permits with your application, even if after submission to the ARC.***

b. CONSTRUCTION/WORK IMPROVEMENT:

Please complete all that applies.

1. SELECT ONE

☐ DESIGN REVIEW SUBMITTAL (NEW CONSTRUCTION) ☐ CHANGES/ADDITIONS

2. ITEMS SUBMITTED FOR APPROVAL

☐ NEW STRUCTURE ☐ MODIFICATION/ADDITION TO RESIDENCE
☐ SITE WORK or GRADING ☐ LANDSCAPING ☐ RECREATIONAL FACILITY

_____ OTHER _____

3. SQUARE FOOTAGE

Lot size: Square Footage _____ Inside Living Area _____ Garage Area _____

Auxiliary Structure _____

Total Area Covered by Structures _____ (including accessory building, porches, outdoor kitchens, etc.)

4. WALLS

Height _____ Length _____

Material _____

Finish (paint, stucco, brick, Hardie plank, etc.)

5. ROOF/SHINGLES

Material/Shingle Type _____ Color _____

Roof Pitch _____

Also Including:

A. Awnings

Material _____ Color _____

B. Gutters

Material _____ Color _____

6. BUILDING EXTERIOR MATERIALS

Description of all Exterior Materials including walls, windows, doors, trim, garage doors, exterior railings, etc.

7. COLORS

Exterior Walls (Include paint, stucco, brick, Hardie plank, brick, or other) _____

Windows _____

Shutters _____

Doors _____

Garage Doors _____

Trim _____

Exterior Railings _____

Other _____

8. SURFACES: WALKWAYS, PATIOS, PATHWAYS, DRIVEWAYS, SIDEWALKS

_____ Concrete with broom Finish _____ Concrete with Rock Salt Finish

_____ Stamped Concrete _____ Concrete with Exposed Aggregate Finish

_____ Tiles _____ Other _____

Brick (note color) _____

Stone (Note color) _____

Other _____

9. PATIOS / PORCHES

Material Type _____ Color _____

Include location on plot plan, building plans.

10. DECKS

Material Type _____ Color _____

Include location on plot plan, building plans.

11. OUTDOOR KITCHENS/OUTDOOR ENTERTAINMENT CENTERS

A. Structure

Material Type _____ Color _____

Include location on plot plan, building plans.

B. Appliances

Material Type _____ Color _____

Include location on plot plan, building plans.

12. POOL / SPA

Material Type _____ Color _____

Include location on plot plan, building plans.

13. FENCE / WALL

Material Type _____ Color _____

Include location on plot plan, building plans.

14. ACCESSORY ITEMS

A. Outdoor Air Conditioning Unit(s)

Material Type _____ Color _____

Include location on plot plan, building plans also screening information (location, colors, and materials).

B. Outdoor Generators

Material Type _____ Color _____

Include location on plot plan, building plans also screening information (location, colors, and materials).

C. Outdoor Pool Equipment

Material Type _____ Color _____

Include location on plot plan, building plans also screening information (location, colors, and materials).

15. SOLAR COLLECTORS / PANELS

Material Type _____ Color _____

Include location on plot plan, building plans.

16. BULK HEADS

Material Type _____ Color _____

Include location on plot plan, building plans.

17. OTHER

Material Type _____ Color _____

Include location on plot plan, building plans.

II. DESIGN / CONSTRUCTION INFORMATION:

Who will work on construction work / improvement? _____ Homeowner _____ Contractor
Expected start date: _____ Expected completion date: _____

Contact Information:

Architect's and Contractor's Name (s) _____

Address _____

Telephone Number _____ Email Address _____

Acknowledgement

I (we), the applicant(s) herein, certify and represent as follows:

1. I (we) am (are) the legal owner(s) of the above-described property.
2. The work, if approved, will be done promptly and properly by appropriately licensed contractor if necessary.
3. I (we) accept and acknowledge that the responsibility for maintaining, upkeep, etc. of the improvement/change shall solely be mine (ours), successors, assigns and subsequent property owners.
4. All work and the consequences thereof are solely at our risk and expense. We understand and hold the association, board of directors, architectural review committees and Magnolia Management Services harmless on account of any consequences resulting from the approval, if granted.
5. Certain changes may affect the site plan, final survey or Certificate of Occupancy at my (our) lot/unit and the Consequences thereof are solely at my (our) risk.
6. No representation by the association, board of directors, architectural review committees or Magnolia Management Services, either expressed or implied, is assumed hereby.
7. I(we) will obtain all necessary permits from the parish, city, and/or state government office as required by law.

Encroachment On Servitudes Disclaimer

Construction within any servitude is done at the sole risk of the owner. It is your responsibility to determine if your proposed construction will in fact encroach upon a servitude (whether public or private) and whether you accept the potential of a public entity (or private owner) determining the construction needs to be moved at a later date. If it is determined that the construction creates an impediment to, or otherwise impacts, the public services as designed and shown on plans approved by any Parish/City/Public entity, or if it encroaches upon private land, then the construction must be remedied at the sole expense of the owner. Owner expressly acknowledges that neither the Developer, the HOA or any related entity or individual will be responsible for any damage or expense related to the removal, repair, or replacement.

I UNDERSTAND AND AGREE THAT NO WORK ON THIS CONSTRUCTION/IMPROVEMENT REQUEST SHALL COMMENCE UNTIL WRITTEN APPROVAL OF THE ARC HAS BEEN RECEIVED BY THE PROPERTY OWNER. I represent and warrant that the requested construction project strictly conforms to the Restated Declaration of Covenants, Conditions, Restrictions for The Sanctuary at Juban Crossing Subdivision and the Supplementary Declarations of Covenants, Conditions, and Restrictions for my property (collectively the "Covenants, Conditions and Restrictions"). I further understand and agree that as a property owner, I am responsible for complying with all city and/or parish building and zoning regulations and any state and federal regulations or requirements. **I FURTHER UNDERSTAND THAT I MAY BE SUBJECT TO A VIOLATION FINE FOR BEGINNING THE CONSTRUCTION PROJECT WITHOUT RECEIVING PRIOR WRITTEN APPROVAL FROM THE ARC, FINES START AT \$250.00.**

AMOUNT PAYABLE TO The Sanctuary at Juban Crossing: A deposit in the amount \$100 per application. This amount is only refunded upon completion of the construction in accordance with the Covenants, Conditions, and Restrictions, including landscaping, with no damage, costs, expenses or repairs to any of the common areas and upon passing the ARC's final inspection.

Please mail the checks to: Magnolia Management Services
P.O. Box 87234
Baton Rouge, LA 70879

NOTE: Deposit refunds must be requested within 1 year after the approved final inspection or deposit is forfeited.

III. OWNER'S PREFERRED METHOD OF CONTACT / COMMUNICATION FOR RECEIPT OF APPROVAL LETTERS OR OTHER WRITTEN LETTERS/DOCUMENTATION:

I / We, the undersigned owner(s), prefer to be contacted at my (select only one)

_____ Email Address

_____ Telephone Contact Number

NOTE: Approval letters and other written letters and documentation is sent to the owner's email address unless specifically requested below.

_____ I/We, the undersigned owner(s), request that approval letters or other written letters and documentation be mailed to me by US mail to my Mailing Address.

I /we have read and agree to all of the conditions listed above, and I/we agree to abide by the decisions of the Architectural Review Committee.

Signature of Owner(s)/Agent _____ Date _____

_____ Date _____

Received, stamped and logged in by: _____ on

_____.