



**Jefferson Place Subdivision Filings 1,2 & 3
Drawing Submittal Package Information**



Jefferson Place Subdivision Filings 1,2 & 3 Lot Owners (JPS 123)

Dear Lot Owner,

Since its inception in 1954, Jefferson Place Subdivision Filings 1,2 & 3 has had Restrictions regarding development in the subdivision. The restrictions were designed to protect the integrity and character of the neighborhood. These restrictions require the review of proposed new construction and renovation projects by a Council of 3 Members. For some years, this review process was allowed to lapse. However, on May 24, 2023, a new Board of Directors and 3 Council Members were formally elected with a majority vote of our Lot Owners.

This Board and Council have reinstated the review process and reactivated subdivision restrictions. To this end, they have implemented policies and procedures for monitoring redevelopment proposals in our neighborhood to understand what owners/builders/designers are planning before they break ground. Our goal as originally stated, is to maintain the intended character and beauty of our neighborhood.

To do this we have formed an Architectural Review Committee (ARC) that will assist the Council in the review of new residential projects and additions to existing residences for compliance with the existing subdivision restrictions, which will again be enforced. Projects already complete or currently under construction are not affected. Submittals will be returned within two weeks.

This packet contains the following information for your use in making submittals to the ARC:

1. Restrictions
2. Plat of JBS Filings 1,2 & 3 showing original servitude locations.
3. Additional Plats showing locations of original sewer and storm drainage systems.
4. Plan Review Application & Procedures for New Construction Projects.
5. Plan Review Application & Procedures for Addition Projects.

Please turn in any submittal information to:
JPS 123 Architectural Review Committee
7124 Richards Drive
Baton Rouge, LA. 70809

Email any questions about the attached packet information to Lionel Bailey at lionel@lfbarch.com.



PLAN REVIEW PROCEDURE FOR RESIDENTIAL ADDITION PROJECTS Jefferson Place Subdivision Filings 1,2 & 3

For an addition to a residence, please submit two 11x17 copies of all required drawings by mail or hand delivered to Lionel Bailey at 7124 Richards Drive, BR, La. 70809 for review. A committee appointed by the BOD will review drawing submittals. There are no review fees.

Step 1. Review Documents

Prior to submitting, become familiar with the following:

- a. Existing applicable restrictions. (Attached)
- b. Overall neighborhood plat showing existing drainage servitudes. (Attached)

Step 2. Preliminary Submittal Review Requirements (Submittal optional but advised.)

- a. Preliminary Review Application. (Attached)
- b. Preliminary Design Drawings as outlined below:
 - Site Plan – Locate addition changes to house, setback and servitude lines, driveway, fencing, patio spaces, pool (if applicable), any detached buildings and existing trees. Also, show how storm water drainage will be directed to servitudes or the street. For sub-surface drainage, show drain line and catch basin locations and sizes.
 - Floor Plans – Show floor plans showing addition(s).
 - Exterior Elevations – Show elevation(s) that show addition. Second floor windows facing your side neighbor's back yards are discouraged.
 - Waivers – If you are pursuing a setback waiver, briefly explain the reason for it.

Step 3. Construction Document Review Submittal Review Requirements

- a. Construction Document Review Application. (Attached)
- b. Construction Document Drawings as outlined below:
 - Site Plan – Locate addition changes to house, setback and servitude lines, driveway, fencing, patio spaces, pool (if applicable), any detached buildings and existing trees. Also, show how storm water drainage will be directed to servitudes or the street. For sub-surface drainage, show drain line and catch basin locations and sizes.
 - Floor Plans – Show floor plans showing addition(s).
 - Exterior Elevations – Show elevation(s) that show addition. Second floor windows facing your side neighbor's back yards are discouraged.
 - Lighting Plan – Flood lights on the front of house are discouraged.
 - Waivers – Paperwork showing if waiver was applied for and granted.

Step 4. Submittal review and response from the Board of Directors

- a. Drawings will be reviewed and returned within 2 weeks from receipt with comments.
- b. Within that 2 week period, Committee representatives from the Board can answer questions or assist by meeting on site if needed.
- c. Resubmit if needed to finalize drawings approval.



SUBMITTAL APPLICATION FOR RESIDENTIAL ADDITION PROJECT REVIEWS
Jefferson Place Subdivision Filings 1,2 & 3

TYPE OF SUBMITTAL (Check one)

Preliminary Review _____ Construction Documents Review _____

OWNER INFORMATION

Name _____

Address _____

Phone _____ Email _____

ARCHITECT / DESIGNER INFORMATION

Name _____

Address _____

Phone _____ Email _____

BUILDER INFORMATION

Name _____

Address _____

Phone _____ Email _____



PLAN REVIEW PROCEDURE FOR NEW RESIDENCE PROJECTS

Jefferson Place Subdivision Filings 1,2 & 3

For a new residence, please submit two 11x17 copies of all required drawings by mail or hand delivered to Lionel Bailey at 7124 Richards Drive, BR, La. 70809 for review. A committee appointed by the BOD will review drawing submittals. There are no review fees.

Step 1. Review Documents

Prior to submitting, become familiar with the following:

- a. Existing applicable restrictions. (Attached)
- b. Overall neighborhood plat showing existing drainage servitudes. (Attached)

Step 2. Preliminary Submittal Review Requirements (Submittal optional but advised.)

- a. Preliminary Review Application. (Attached)
- b. Preliminary Design Drawings as outlined below:
 - Site Plan – Locate house, setback and servitude lines, driveway, fencing, patio spaces, pool (if applicable), any detached buildings and existing trees. Also, show how storm water drainage will be directed to servitudes or the street. For sub-surface drainage, show drain line and catch basin locations and sizes.
 - Floor Plans – Show floor plans.
 - Exterior Elevations – Show all four elevations of the house. Second floor windows facing your side neighbor's back yards are discouraged.
 - Waivers – If you are pursuing a setback waiver, briefly explain the reason for it.

Step 3. Construction Document Review Submittal Review Requirements

- a. Construction Document Review Application. (Attached)
- b. Construction Document Drawings as outlined below:
 - Site Plan – Locate house, setback and servitude lines, driveway, fencing, patio spaces, pool (if applicable), any detached buildings and existing trees. Also, show how storm water drainage will be directed to servitudes or the street. For sub-surface drainage, show drain line and catch basin locations and sizes.
 - Floor Plans – Show floor plans.
 - Exterior Elevations – Show all four elevations of the house. Second floor windows facing your side neighbor's back yards are discouraged.
 - Lighting Plan – Flood lights on the front of house are discouraged.
 - Waivers – Paperwork showing if waiver was applied for and granted.

Step 4. Submittal review and response from the Board of Directors

- a. Drawings will be reviewed and returned within 2 weeks from receipt with comments.
- b. Within that 2 week period, Committee representatives from the Board can answer questions or assist by meeting on site if needed.
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Jefferson Place Subdivision Filings 1,2 & 3

TYPE OF SUBMITTAL (Check one)

Preliminary Review _____ Construction Documents Review _____

OWNER INFORMATION

Name _____

Address _____

Phone _____ Email _____

ARCHITECT / DESIGNER INFORMATION

Name _____

Address _____

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BUILDER INFORMATION

Name _____

Address _____

Phone _____ Email _____