

**CITY OF BATON ROUGE AND  
PARISH OF EAST BATON ROUGE**

February 11, 2020

**ADDENDUM NO. 1**

TO: ALL DESIGNERS AND PLANNERS

SUBJECT: R.F.Q. NO. 20-DP-LB-001  
New East Baton Rouge South Branch Library  
R.F.Q. NO. 20-DP-DES-002  
Baton Rouge Environmental Services Facility

1. In response to question posed to the Board that may apply equally to both projects:

1. *I want to verify that our firm had downloaded the RFQ properly from the website and that we are qualified to submit.*

The BRProjects.com website provides the Board with a means to forward project notices to interested firms based on the fields of interest boxes they select. The site does not record which firms download projects so, if you received a notice from BRProjects you will receive notices of any changes.

2. *Section D-1 says that it is NOT necessary to submit the CPDP form for our Sub-consultants. However, The Public Notice and the CPDP form itself seems to indicate that we do need to submit forms for the Sub-consultants. Does the selection committee want to see those forms?*

The language in both the Public Notice and the RFQ is permissive with respect to the inclusion of sub-consultant responses. Generally, the Board Members on the Design and Planners board have not expressed an interest in seeing sub-consultants' forms. In practice responders have limited the inclusion of these forms to those specialized consultants that fill unique needs for the projects.

2. In response to questions that apply to the South Branch Library:

1. *In Section B, General Scope of Services (page 11 of RFQ PDF), it requires three library projects in the last ten years with one of 15,000sf or larger. However, in Section C, Evaluation Criteria for Qualification Statements and Selection Process (page 14 of RFQ PDF), it requires one library in the last seven years with one 10,000sf or larger. Which is correct?*

The language in Section B has been drafted by the user agency for this particular project, so the language in Section B, 15,000 s.f. or larger, shall apply.

2. *Technology Scope:*

a. *Will computers and equipment be provided by Owner/User with only infrastructure in base scope of work, or will the design team need to specify all computer and network equipment in addition to the network infrastructure?*

b. *Similar question regarding RFID equipment.*

Refer to section "Technology, Special Considerations", last sentence: The inclusion of the entire system in the construction package, or the installation of the infrastructure (cabling, and possibly, cameras) with an owner-provided system, will require further discussion, and should take place early in the design process.

3. *We got the RFQ, but there is no Exhibit D*

Exhibit D is attached hereto.

Sincerely,



Thomas A. Stephens, P.E.  
Chief Design and Construction Engineer

**EXHIBIT “D”**  
**DESIGN REVIEW PROCEDURE for the ROUZAN DEVELOPMENT**  
**(Commercial Design Review Procedure)**

**Section 1.     **Design Review Procedure.****

Each design for the construction of any Major Improvement on a Commercial Lot in Rouzan (“**Design**”) will be subject to the approval of the Design Review Board (“**DRB**”) in accordance with the following Design Review Procedure (“**Procedure**”). All references to Improvements contained herein shall be Major Improvements.

**Section 2.     **Definitions.****

Unless otherwise defined herein, all capitalized terms used in this Procedure have the meaning ascribed to them in Appendix A of the Commercial Declaration. Defined terms will be given their common and ordinary meanings when they appear uncapitalized in the text. Undefined terms will be given their common and ordinary meanings pursuant to custom and industry parlance.

**Section 3.     **Approved Architect or Design Professional.****

Owners shall retain the services of a qualified architect or design professional that is approved by the DRB pursuant to Section 5.4b of the Commercial Declaration for Design preparation. The DRB reserves the right to deny approval of any architect or design professional in its sole discretion. The list of approved architects and other design professionals shall be maintained by the Commercial Association in the registered office of the Commercial Association and those lists shall be available for review by Owners during regular business hours of the Commercial Association. The approval process for architects or design professionals that are not currently approved by the DRB is contained in Section 5.4d of the Commercial Declaration.

**Section 4.     **Design Review Fees.****

A nonrefundable review fee (“**Review Fee**”), made payable to the Association, is required for the following:

- a)     **Design Review:** for the construction of an Improvement on a Lot, due upon submission of Schematic Phase submittal to the DRB.
- b)     **Pool Plan Review:** for the construction of a pool, however there shall be no additional Review Fee if a pool plan is submitted with a Design for the construction of a Building on a Lot.
- c)     **Landscape Review:** for the review of all submitted plans for the landscape plan of an Improvement, due upon submission of Schematic Phase submittal to DRB.

d) Revisions: for each review of a revised Design required by the DRB, due upon submission of the revised Design to the DRB.

e) Abbreviated Design Review, for each Abbreviated Design Review pursuant to Exhibit G of the Commercial Declaration, due at submittal to the DRB.

The Review Fee Schedule is attached as Appendix A. Fees are subject to change at the sole discretion of the DRB. If the DRB requires corrections or changes to Designs and the Designs must be re-submitted, there is an additional Review Fee for each re-submittal. Should Designs repeatedly (more than once) require correction, re-submittal and review, the DRB may impose additional Review Fees at its discretion. Continual and excessive consultation may result in an additional Review Fee or new application.

## **Section 5. Review of Designs by DRB.**

The DRB shall conduct Design reviews during its regular meetings or at such other times as it deems appropriate. Provided that submittal materials are complete, the DRB will respond within 15 days of the submittal. If a response is not issued within that period, the submittal shall be deemed **denied**.

Results of reviews will not be discussed over the telephone by members or representatives of the DRB with Owners, architects, designers or Contractors. Any response an Owner wishes to make in reference to the DRB's review notice must be addressed to the DRB in writing. It is the intent of the DRB to enforce all provisions of the Guiding Principles; however the following will be of particular concern:

- a) Lot usage and Setbacks;
- b) Preservation of natural landscape;
- c) Building heights, massing and roof design;
- d) Exterior use of materials;
- e) Exterior colors compatible with the natural environment;
- f) Site development, grading and drainage;
- g) Encroachment or development within the water and drainage ways;
- h) Landscape plan and exterior lighting;
- i) Design integrity and visual strength; and
- j) Improvements on adjacent Lots, particularly adjacent views into private courtyards and coordination of vehicle access conflicts.

## **Section 6.     Orientation Meeting.**

a)     Purpose. Before preparing Schematic Designs for any project, it is mandatory that the Owner and architect or designer meet a DRB representative at the Lot to identify the Setbacks and discuss the proposed Design and building requirements in Rouzan (“**Orientation Meeting**”). An appointment for an Orientation Meeting shall be made in advance. First-time Contractors in Rouzan are required to attend the Orientation Meeting. Contractors that have previously built in Rouzan are not required, but are encouraged, to attend. The purpose of the Orientation Meeting is to offer guidance prior to initiation of the Schematic Design Phase and to establish any Lot restrictions. To prepare for this meeting, see the Orientation Meeting Agenda in Appendix B.

b)     Additional Restrictions. The DRB may identify certain trees, terrain and view corridors on certain Lots, and other features that must be protected or retained. The DRB representative will cooperate with the Owner or Owner’s representative to determine what additional restrictions, if any, are required to properly develop the Lot while protecting natural features. Final Lot restrictions are not established until this meeting has taken place, and the DRB has notified the Owner, in writing, of any additional restrictions or conditions.

c)     Pre-approved Design. If an Owner is using a Pre-approved Design (as defined below) an Orientation Meeting is encouraged but not required.

## **Section 7.     Phase I - Conceptual Design Meeting.**

It is recommended that Owner(s) meet with the DRB to discuss the conceptual design of the Improvement in order to avoid unnecessary costs and delays and to ensure that Owners are planning and designing their Improvements consistent with the requirements of the Declarations and the Guiding Principles (“**Conceptual Design Meeting**”). The DRB will meet with the Owner prior to the Schematic Design Phase described in Section 8 below to assess the Schematic Design of the Improvement. The Conceptual Design Meeting is optional and shall be at the Owner’s discretion. There shall be no fee for a Conceptual Design Meeting; however an Owner is limited to one Conceptual Design Meeting per Improvement constructed on a Lot.

If an Owner chooses to participate in the Conceptual Design Meeting, two copies of the following materials shall be provided to the DRB on a 24” x 36” plan roll (if applicable):

- 1)     Completed Design Review Application attached hereto as Appendix C.
- 2)     Site plan.
- 3)     Building elevations: 4 sides preferred; 2 sides minimum (front and courtyard elevations) (1/8” or 1/4” scale).
- 4)     Floor plan (1/8” or 1/4” scale).
- 5)     Auxiliary elements/key design features (i.e., water features, Garden Walls, Fences, etc.).

- 6) Any other items agreed upon during the Orientation Meeting.

Any materials required by this Procedure shall be submitted to:

Rouzan Design Review Board  
c/o Design Committee Coordinator  
402 N Fourth St.  
Baton Rouge, LA 70802

## **Section 8. Phase II - Schematic Design Phase.**

When the schematic design of the Improvement (“**Schematic Design**”) is complete, Schematic Designs shall be submitted to the DRB (“**Schematic Design Phase**”). No review will commence until all the following materials and any supplemental materials and information have been submitted:

- a) Completed Design Review Application
- b) Design Review Fee (See Section 4, Appendix A)
- c) Two (2) hard copy sets of Schematic Designs or a digital format Schematic Designs. Schematic Designs must include:

- 1) Vicinity Map including Lot number.
- 2) Site plan (1/8” scale min.), showing the entire Lot, location of the proposed Setbacks, Building, landscape zones and all other improvements, driveways, parking area, utility line extensions, existing and proposed topography, proposed finished floor elevations, all trees of 6-inch caliper or greater, special terrain features to be preserved and trees (6-inch caliper or greater) to be removed.

The site plan must include the following area calculations: total air-conditioned area, total non-air-conditioned interior area (parking garages, storage, etc.), total outdoor porch/patio/deck area, total area of driveways, parking, interior sidewalks and other paving, and total area under roof. The site plan must include a separate calculation showing the total disturbed area in square feet and as a percentage of the gross lot area.

- 3) Floor and roof plans (scale 1/4” = 1’ min) showing proposed finished floor elevation.
- 4) All exterior elevations (front elevation 1/4” scale, rear and sides 1/8” scale) showing both existing and proposed grade lines, diminished grade-to-ridge heights and roof pitch.
- 5) Material outlines describing all exterior materials and colors for all exterior elevations.

- 6) Landscape plan, including plant bedding surround materials/details (1/8" min., however same scale shall be used as on the Site Plan).
- 7) Prospective renderings, (if available).
- 8) All red-lined plans from the Conceptual Design Phase (if applicable) and revisions showing annotated alterations.
- 9) Zoning variance documentation (if applicable).
- 10) Common elements / key features; waterfalls, Garden Walls, Fences, entries, etc.
- 11) All other items agreed upon in the Conceptual Design Phase (if applicable).

#### **Section 9. Schematic Submittal Review by DRB.**

After receipt of a complete package of the documents referenced in Section 8 above, the Schematic Design submittal of the Owner will be deemed complete. The DRB will then review the Schematic Design and respond in writing within fifteen (15) days of submittal. If the DRB does not respond to the Owner within the time period, then the application shall be deemed **denied**. The DRB may extend the review period at its sole discretion.

#### **Section 10. Schematic Submittal Response.**

The DRB will approve the Schematic Design submittal with or without conditions and corrections ("**Schematic Design Approval**") or will disapprove the Schematic Design submittal and provide an explanation. Any response an Owner may wish to make regarding the results of the Schematic Design review must be addressed to the DRB in writing. Approval of a Schematic Design submittal will be considered valid for one (1) year from the date of approval. The submittal to the DRB will be considered abandoned if a Final Design is not submitted in that period, and the Owner will be required to restart the Procedure at the Schematic Design Phase if the Design becomes active again, subject to new application fees.

The DRB, in its sole discretion, may determine that the Schematic Design submittal is adequate to meet the criteria required for a Final Design submittal and may issue Final Design Approval for the Owner's submittal of the Design to East Baton Rouge Parish for a building permit.

If a Schematic Design submittal is disapproved by the DRB, the Owner may change or correct the materials and re-submit subject to a new Review Fee.

#### **Section 11. Phase III – Final Design Phase.**

After Schematic Design Approval, and when a Final Design of the Improvement is complete ("**Final Design**"), the following documents are to be submitted for final review ("**Final**

**Design Phase**”). DRB review will not begin until the submittal is complete. The following items must be submitted:

- a) An updated Design Review Application, if requested.
- b) Two (2) hard copy sets of the Final Design or a digital format Final Design. The Final Design must include:

- 1) Vicinity Map including Lot number.
- 2) Detailed Site Plan (1/8” scale min.), showing the entire Lot, location of the Improvement, Setbacks, all other improvements, driveway including contours or topographical indications, parking areas, existing and proposed topography, finished floor elevations, all special terrain features to be preserved, trees to be removed, all utility sources, trenches and connections, site walls, etc.

Site plan must include: finished contour lines, general drainage patterns, and foundation and roof drainage piping (unless these are shown elsewhere in plans). Site plan must include the following area calculations: total air-conditioned area, total non-air-conditioned interior area (parking garages, storage, etc.), total outdoor porch/patio/deck area, total area of driveways, parking, interior sidewalks and other paving, and total area under roof. The site plan must include a separate calculation showing the disturbed area in square feet and as a percentage of the gross Lot area.

- 3) Complete working drawings, suitable for building permit (1/4” = 1’ min) or as required by East Baton Rouge Parish including: floor plans, foundation plans, floor framing, roof plans, window sections (including details for head, jamb and sill), porch sections (including specifics for post and beam detailing), details, etc.

- 4) All exterior elevations (front elevation 1/4” scale, rear and sides 1/8” scale) showing both existing and proposed grade lines, dimensioned grade-to-ridge heights, roof type and pitch.

- 5) Common elements / key features; waterfalls, Garden Walls, Fences, entries, etc.

- 6) All other items agreed upon by the Owner and the DRB in the Schematic Design Phase

- 7) Materials Binder, (8.5” x 11” binder with samples of finish materials)

- 8) Landscaping plan (1/8” min., however same scale shall be used as on the Detailed Site Plan.) including the types, sizes and locations of all existing and new plant material, decorative surfacing or groundcover, ornamental objects, and changes to topography. Plan must note how plant materials will be irrigated. An inventory of new plant materials by type and size, summarizing total numbers of each type and size, should be included in the plan.



9) Exterior rendering(s) of all sides of the Improvement, if applicable. Renderings must reflect the character, architectural detailing, building presentation and colors of the Improvement.

10) Drainage design for culverts, headwall, bridges or other drainage structures including colors and building materials.

The DRB may also require other supplemental information or materials as may be deemed necessary by the DRB. If any supplemental information or materials are required by the DRB, they must be submitted or completed for the Final Design submittal to be considered complete.

#### **Section 12. Final Design Review by DRB.**

Only after receipt of a complete package of final documents (and any supplemental materials required by the DRB) is the Final Design submission complete. The DRB will review the Final Design and respond in writing within fifteen (15) days after a complete submittal. If the DRB does not respond within the time period, then the application shall be deemed **denied**. The DRB, at its sole discretion, may extend the review period.

#### **Section 13. Final Design Approval Meeting.**

The DRB will approve the Final Design submittal with or without conditions and corrections (“**Final Design Approval**”) or will disapprove the Final Design submittal and provide an explanation. Any response an Owner may wish to make regarding the results of the Final Design review must be addressed to the DRB in writing.

A Final Design that received Final Design Approval is a “**DRB-approved Final Design**”. Final Design Approval will be considered valid for one (1) year from the date of approval.

The submittal will be considered abandoned if Work is not commenced in that one (1) year period. The Owner will be required to restart the Procedure at the Schematic Review Phase and the DRB shall require a Review Fee for resubmittal. For the purposes of this clause, the project will be considered commenced when excavation of the Lot begins.

If a Final Design submittal is disapproved by the DRB, the Owner may change or correct the materials and resubmit after payment of an additional Review Fee.

#### **Section 14. Pre-Approved Design.**

a) After Final Design Approval such Design shall be deemed a “**Pre-Approved Design**”. Subsequent use of a Pre-Approved Design is subject to an abbreviated design review procedure. After a Pre-Approved Design has received DRB approval to proceed with construction pursuant to this Section 14, construction of said Pre-Approved Design shall be subject to the construction requirements of Sections 16 through 21 contained herein.

b) Abbreviated Design Review Submittal Requirements.

- 1) A Vicinity Map with Lot number.
  - 2) A completed Application for Abbreviated Design Review attached hereto as Appendix C.
  - 3) A Review Fee in the amount noted in the Fee Schedule, payable to the Association.
  - 4) Two (2) copies of the following:
    - A. A site plan showing entire Lot, including boundaries, Setbacks, vegetation impacted by the proposed Improvement, and the proposed Improvement itself.
    - B. Copies of the Pre-Approved Design with references to other Lots where the Pre-Approved Design has been previously constructed and a schedule of any proposed changes to the exterior façade or landscaping plan for the Improvement.
    - C. Materials Binder.
    - D. Exterior rendering(s) of all sides of the Improvement (if, applicable). Renderings must reflect the character, architectural detailing, building presentation and colors of the Improvement.
- c) Review by DRB. The DRB will review the Pre-approved Design submittal and respond in writing within 10 days after a submittal is complete. If the DRB does not respond within the time period, then the application shall be deemed **denied**. The DRB may extend the review period in its sole discretion.

#### **Section 15. Owner May Submit for Building Permit.**

After Final Design Approval or approval of a subsequent use of a Pre-approved Design by the DRB, the Owner may submit for a building permit from East Baton Rouge Parish. Securing a building permit is the responsibility of the Owner and/or the Contractor. Construction documents submitted to East Baton Rouge Parish (working drawings and specifications) are to be consistent with the DRB-approved Final Design or Pre-Approved Design, as applicable. Construction shall not commence until all of the above requirements are satisfied and written approval is obtained from the DRB.

#### **Section 16. Pre-Construction Conference.**

Before construction begins, it is mandatory that the Owner, Owner's representative, or Contractor meet with the representative of the DRB to discuss the Guiding Principles, Construction Site Rules and Regulations and site conditions. At this conference the Owner, the Owner's representative or Contractor must submit:

- a) The Construction Compliance Deposit; and

b) A written construction schedule, showing the breakdown and duration of the construction period.

**Section 17. Construction Compliance Deposit.**

Prior to commencing any construction activity on a Lot, a Construction Compliance Deposit in the amount of five thousand dollars (\$5,000) must be submitted to the DRB as security for the project's full and faithful performance in accordance with its DRB-approved Final Design and all applicable laws, rules, regulations and other requirements of any applicable Governmental Authority, as well as the Construction Site Rules and Regulations. The Construction Compliance Deposit shall be placed in an escrow account for the benefit of the Association. Upon completion of construction, the Construction Compliance Deposit will be returned to the Contractor less (i) applicable inspection fees as set forth in Appendix A, and (ii) any fees and fines levied due to Construction Site Infractions. It is recommended that the Owner and the Contractor share the burden of the Construction Site Deposit to ensure both parties are accountable.

**Section 18. During Construction.**

a) Commencement of Construction. The Owner shall satisfy these conditions and begin the construction of any Improvement pursuant to the DRB-approved Final Design within one (1) year from the date of such approval. If the Owner fails to begin construction within this time period, any approval given shall be deemed revoked unless the time for such commencement is extended in writing by the DRB.

b) Construction Phase. Construction will be deemed to have commenced when excavation of the Lot begins ("**Construction Phase**"). Construction must proceed in a continuous manner through the completion of the Improvement. If construction ceases for a period greater than forty-five (45) days, the DRB may require that either construction immediately resume or that the Lot be returned to its natural condition. The Construction Compliance Deposit may be forfeited if either alternative is not achieved within forty-five (45) days of written notice to the Owner by the DRB, unless completion is delayed due to causes beyond the reasonable control of the Owner, such as an event of force majeure, hurricane, act of God, fire, explosion, extraordinary flood or similar occurrence (but not including reasonably foreseeable weather conditions), upon the approval of the DRB.

c) Owner's Responsibilities. The Owner, the Owner's representative or Contractor must:

1) Stop work and notify the DRB of any exterior changes to the Design and/or materials. All modifications to the Design shall require review and approval by the DRB prior to re-commencement of construction;

2) Request inspections from East Baton Rouge Parish and from the DRB when ready; and

3) Complete construction of any Improvement according to the submitted construction schedule, or in any event within eighteen (18) months after commencing

construction (subject to an extension of up to six (6) additional months if approved of in advance by the DRB), unless completion is delayed due to causes beyond the reasonable control of the Owner, such as an event of force majeure, hurricane, act of God, fire, explosion, extraordinary flood or similar occurrence (but not including reasonably foreseeable weather conditions).

**d) Failure to Complete Construction.** If the Owner fails to complete construction within eighteen (18) months and fails to obtain an extension from the DRB, the DRB shall have the right (but not the obligation) to either have the exterior of the Improvement completed in accordance with the DRB-approved Final Design (subject to the provisions of subsection (e) below) or have the Improvements removed, with all DRB expenses incurred to be reimbursed to the DRB by the Owner. The DRB may also impose a fine of \$200 per day upon the Owner until the Improvements are completed or removed. In addition to any other remedy available to the DRB, the Owner shall forfeit the balance of the Construction Compliance Deposit.

**e) Association's Rights.** In the event the Owner fails or refuses to complete the Improvements, the DRB may enter and complete the construction and the cost thereof shall become an Individual Lot Assessment against the Owner's Lot. The Individual Lot Assessment may be converted into a lien against the property and may be foreclosed upon as provided by law.

## **Section 19. Inspections.**

The DRB requires multiple inspections during the Construction Phase. Some inspections will be required to be performed by a licensed surveyor, at the Owner's sole expense. The purpose of these periodic inspections is to verify the project remains consistent with the DRB-approved Final Design. Conformance with the DRB-approved Final Design will be the responsibility of the Owner and their representatives and consultants, including but not limited to, architects, engineers, project managers, Contractors and job superintendents. Any and all elements of the Final Design which the Owner desires to change during construction require submittal for review by the DRB. At a minimum the following five (5) inspections shall occur during the Construction Phase:

**a) Inspection No. 1 - Improvement Location and Setback Inspection (Licensed Louisiana State Surveyor required).** When the slab formwork is in place, but before the slab is poured, the Owner or their representative will hire a certified Louisiana state surveyor to verify the forms are in the exact location, both vertically and horizontally, as indicated on the DRB-approved Final Design. Only plans bearing the DRB stamp are DRB-approved and shall be the only Designs to be referenced throughout the Construction Phase. Once the formwork location is verified, the surveyor will draft a letter stating that the forms are in the correct location per the DRB-approved Final Design. The letter will be typed on the surveyor's company letterhead and will be signed and stamped with his or her seal. The Owner or their representative will provide all of the certifications to the DRB for review and approval.

**b) Inspection No. 2 - Framing and Building Height Verification.** This inspection verifies compliance with the DRB-Approved Final Design regarding the framing of the overall Improvement to include any and all accessory structures. This inspection will occur prior to the application of windows or finish materials, including but not limited to, paint, stucco, brick,

hardy plank, etc. This inspection will verify the correct number and size of window and door openings, accurate form of the overall structure, accurate size of the structure and correct measurements of wall length and heights as indicated on the DRB-approved Final Design.

**c) Inspection No. 3 - Roof, Exterior Finishes/Trim and Paint Patch Inspections.**

1) Roof. Roof shape, pitch and roofing materials shall be inspected in the field in order to verify approved form, color and material. Owners must call the DRB for an inspection before “stacking” roof materials.

2) Exterior Finishes/Trim. Exterior finishes shall be inspected and verified against the Materials Binder submitted during the Final Design Phase. If changes are made or materials substituted from the DRB-approved Materials Binder, Owner must submit said changes to the DRB for approval prior to application. Failure to do so may result in removal of the material if it is not in compliance with the DRB-approved Final Design, Material Binder and/or the Guiding Principles.

3) Paint Patch. 20’x20’ foot paint patches are to be applied in order to view all of the exterior colors in natural light. All trim colors are to be applied as close to the paint patch as possible in order to see how they blend with both the environment and the main body color of the Improvement. Owners must call the DRB when the paint patch and trim colors have been applied. Final approval of the paint palette is determined by a field review conducted by the DRB Coordinator. Full structure painting prior to DRB review and approval of the paint palette is done at Owner’s sole risk and Owner may be responsible for the cost of all necessary corrective action.

**d) Inspection No. 4 – Landscape Inspections.** Three (3) landscape inspections will be made with the landscape contractor and the landscape architect, or representative, on the Lot.

1) Rough grading and drainage system inspection.

2) Plant material and placement, (confirmation of plant species, quantity, size and placement will be made before planting). Location and arrangement of headboards and special amenities will be inspected at this time.

3) Final landscape inspection, irrigation system and coverage, grass sod and seeding, ground cover and flower detailing, vine training, landscape lighting, etc. will be examined at this time. It will be the Contractor’s responsibility to call for these inspections at the proper time and coordinate with the DRB Coordinator.

**e) Inspection No. 5 – Final Inspection, Design Conformance.** After completion of the landscape inspections, DRB inspections will be made to determine if the Improvement has been built according to the DRB-approved Final Design and/or any DRB-approved revisions. If construction is found to be in compliance, a notice to that effect will be issued to the Owner. This inspection will be made in order to close out the project with the DRB and will be conducted in conjunction with the official handover to the Commercial Association or appropriate subdivision association. This notice will not be provided until any/all outstanding Review Fees have been paid and/or until all compliance deposits have been reconciled.

f) Periodic Field Inspections. Throughout the entirety of the project the DRB retains the right to periodically review site conditions for cleanliness and conformance to the DRB-approved Final Design as well as conformance to the Rouzan Construction Standards and Code of Conduct. This includes but is not limited to; building locations, architectural elevations, building materials, finishes, landscaping, appropriate site cleanliness and staff compliance to the site standards as well as all other items previously-approved during the Procedure and Construction Phase.

**Section 20. Subsequent Changes.**

Changes during construction to a DRB-approved Design shall be promptly submitted to the DRB for approval. The DRB may require removal or reconstruction of unapproved changes. Significant additions to an approved project require DRB approval through the usual Procedure. The Abbreviated Design Review Procedure in Exhibit G to the Commercial Declaration may be utilized for changes of a more limited nature.

**Section 21. Final Inspection by East Baton Rouge Parish.**

The Owner, the Owner's representative, or Contractor shall make all arrangements for final inspections by East Baton Rouge Parish, and receive a certificate of occupancy. Owner shall not occupy any Improvement prior to receipt of the certificate of occupancy from East Baton Rouge Parish and written DRB final inspection. If an Owner occupies an Improvement on a Lot prior to receipt of the certificate of occupancy from East Baton Rouge Parish and written DRB final inspection, the DRB may fine the Owner after providing the Owner notice and an opportunity to be heard. Violations of this section are subject to the imposition of a \$200 per day fine.

APPENDIX A  
REVIEW FEE SCHEDULE

# ROUZAN

## DESIGN REVIEW APPLICATION FEE INFORMATION

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

Signature (Property Owner): \_\_\_\_\_

TYPE OF CONSTRUCTION	ESTIMATED FEE/DEPOSIT AMOUNT	TOTAL
<b><u>Commercial Building Construction</u></b>  Includes construction of all new structures.  Must be submitted with application	<b>NONREFUNDABLE</b>  ___ 0 to 5,000 Square Feet. \$1,500.00 ___ 5,001 to 10,000 Square Feet. \$2,000.00 ___ 10,001 to 20,000 Square Feet. \$2,500.00 ___ 20,001+ Square Feet. \$4,000.00  <b>REFUNDABLE</b> ___ \$5,000.00 Construction Deposit	
<b><u>Pool / Accessory Structures</u></b>  Includes construction of all pools and/or detached accessory structures.  Must be submitted with application	<b>NONREFUNDABLE</b>  ___ \$250.00 Review and Inspection Fee	
<b><u>Landscape/Hardscape</u></b>  Includes construction of all landscaping/hardscaping.  Must be submitted with application	<b>NONREFUNDABLE</b>  ___ \$250.00 Review and Inspection Fee	
<b><u>Material Staging</u></b>  Must be submitted upon or before receipt of building permit	<b>REFUNDABLE</b>  ___ \$1,000.00 Construction Deposit	
<b>REVIEW FEE TOTAL</b>		

\*An additional \$100 fee will be assessed for EACH revision submission required by the Rouzan Design Review Board.

*The above fees are estimates and are subject to change based on field conditions and/or costs incurred. Please make checks payable to: Engquist-Rouzan Commercial Development, LLC and remit to 402 North 4<sup>th</sup> Street, Baton Rouge, LA 70802.*

FOR INTERNAL USE ONLY: _____ Fees, Inspections _____ Refundable Deposits
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## APPENDIX B

### **ORIENTATION MEETING AGENDA**

*On-site attendance required by the Owner, Owner's architect or designer and DRB representative. First-time Contractors in Rouzan are required to attend. Contractors who have previously built in Rouzan are not required, but are encouraged, to attend.*

1. Owner's objectives
2. Design Review Procedures
  - a. Schematic Design
  - b. Landscape Design
  - c. Design Review Procedure
3. Standard lot restrictions
4. Lot usage and Setbacks
5. Building orientation
  - a. Garage, garage doors
  - b. Parking
6. Design integrity and visual strength of project – exterior appearance
  - a. Building heights
  - b. Use of natural materials
  - c. Colors compatible with the natural environment
  - d. Exterior lighting
  - e. Patios, decks, porches, walls and fences
7. Preservation of natural growth
  - a. Identify natural features to be protected or retained
  - b. Fire wise and landscaping considerations
8. Site development, grading, drainage and/or waterways
9. Driveway, culvert, headwalls, and address sign
10. Utility and services lines, meters
11. On-site systems.
12. Establish final Lot specific restrictions

**APPENDIX C**  
**DESIGN REVIEW APPLICATION**

# ROUZAN

## DESIGN REVIEW APPLICATION

### CONTACT INFORMATION & STATEMENT OF UNDERSTANDING

**Owner Information:**

\_\_\_\_\_  
Owner's Name \_\_\_\_\_ Lot \_\_\_\_\_

\_\_\_\_\_  
Rouzan Address

\_\_\_\_\_  
Current Mailing Address

\_\_\_\_\_  
Daytime Telephone Number(s)

**Architect Information:**

\_\_\_\_\_  
Architect's Name \_\_\_\_\_ License Number \_\_\_\_\_

\_\_\_\_\_  
Business Name and Address

\_\_\_\_\_  
Daytime Telephone Number(s)

**Contractor Information:**

\_\_\_\_\_  
Contractor's Name \_\_\_\_\_ License Number \_\_\_\_\_

\_\_\_\_\_  
Business Name and Address

\_\_\_\_\_  
Daytime Telephone Number(s)

*The undersigned hereby acknowledges receipt and full understanding of the Rouzan Design Standards, Construction Standards, and Code of Conduct.*

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect Printed Name

\_\_\_\_\_  
Architect Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Printed Name

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

# ROUZAN

## DESIGN REVIEW APPLICATION SUBMITTAL INFORMATION & DESIGN CONTENT

Property Owner Name: \_\_\_\_\_

Rouzan Address: \_\_\_\_\_ Lot: \_\_\_\_\_

### REVIEW CRITERIA:

Every application presented to the Rouzan Design Review Board is given full and careful review, with consideration given for the site and requested amenities. Each submission is judged on its own merits. What may be acceptable for one submittal or lot may not apply to another.

### SUBMITTAL DESCRIPTION: (Circle One)

CONCEPTUAL

PRELIMINARY

FINAL

Date of Submittal: \_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_

### DESIGN AND LOT INFORMATION:

Proposed Architectural Vernacular: \_\_\_\_\_

Lot Dimensions (Length & Width)

Lot Square Footage

Front / Rear Yard Setbacks

Side Yard Setbacks

Total Building Square Footage

Livable Square Footage

Number of Bedrooms

Number of Baths

*The undersigned has verified that the above information is accurate and truthful representations of the property submitted for review.*

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

# ROUZAN

## DESIGN REVIEW APPLICATION DESIGNATED POINT OF CONTACT

*The intent of this alternate point of contact is to expedite the resolution of design and construction delays and violations in the absence of the property owner.*

Property Owner Name: \_\_\_\_\_

Rouzan Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

### IN MY ABSENCE, PLEASE CONTACT THE DESIGNATED REPRESENTATIVE LISTED BELOW:

\_\_\_\_\_  
Name & Company

\_\_\_\_\_  
Daytime Telephone Number

Please cc on all correspondence.

Please cc on: \_\_\_\_\_

\_\_\_\_\_  
Name & Company

\_\_\_\_\_  
Daytime Telephone Number

Please cc on all correspondence.

Please cc on: \_\_\_\_\_

*My designated representative may be contacted to resolve any compliance or submittal issues regarding the above-referenced property. This includes issues related to the design and construction of my home, Rouzan Design Review Board inquiries, trash pick-up, staging of materials, concrete approval issues, access to property queries, etc. My designated representative may also receive and distribute submittal materials on my behalf.*

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

# ROUZAN

## DESIGN REVIEW APPLICATION

### CONTACT INFORMATION & STATEMENT OF UNDERSTANDING

**Owner Information:**

\_\_\_\_\_  
Owner's Name Lot \_\_\_\_\_

\_\_\_\_\_  
Rouzan Address

\_\_\_\_\_  
Current Mailing Address

\_\_\_\_\_  
Daytime Telephone Number(s)

**Architect Information:**

\_\_\_\_\_  
Architect's Name License Number \_\_\_\_\_

\_\_\_\_\_  
Business Name and Address

\_\_\_\_\_  
Daytime Telephone Number(s)

**Contractor Information:**

\_\_\_\_\_  
Contractor's Name License Number \_\_\_\_\_

\_\_\_\_\_  
Business Name and Address

\_\_\_\_\_  
Daytime Telephone Number(s)

*The undersigned hereby acknowledges receipt and full understanding of the Rouzan Design Standards, Construction Standards, and Code of Conduct.*

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect Printed Name

\_\_\_\_\_  
Architect Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Printed Name

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

# ROUZAN

## DESIGN REVIEW APPLICATION SUBMITTAL INFORMATION & DESIGN CONTENT

Property Owner Name: \_\_\_\_\_

Rouzan Address: \_\_\_\_\_ Lot: \_\_\_\_\_

### REVIEW CRITERIA:

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FINAL

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\_\_\_\_\_

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Side Yard Setbacks

Total Building Square Footage

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Number of Bedrooms

Number of Baths

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\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

# ROUZAN

## DESIGN REVIEW APPLICATION DESIGNATED POINT OF CONTACT

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Rouzan Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

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\_\_\_\_\_  
Name & Company

\_\_\_\_\_  
Daytime Telephone Number

Please cc on all correspondence.

Please cc on: \_\_\_\_\_

\_\_\_\_\_  
Name & Company

\_\_\_\_\_  
Daytime Telephone Number

Please cc on all correspondence.

Please cc on: \_\_\_\_\_

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\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date



The background of the slide is a dark, teal-tinted photograph of a wide, tree-lined street. Several people are visible walking on the sidewalks, and cars are parked or driving in the distance. The overall atmosphere is quiet and urban.

# ROUZAN

## Approved Conceptual Site Plan and Building Design

# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

DETAILED SITE PLAN     1.63 ACRES





# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

## DETAILED SITE PLAN

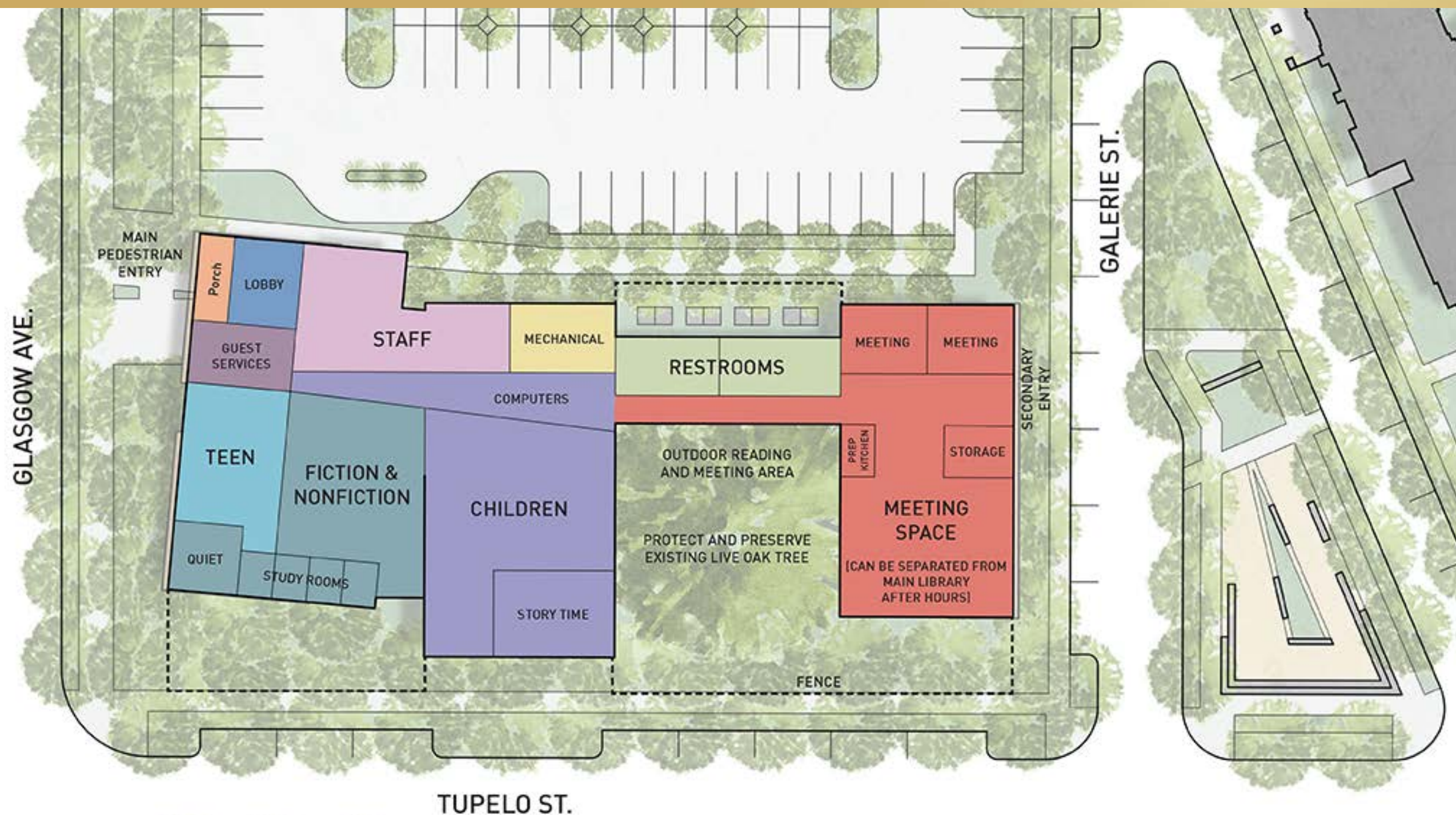




# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

## LIBRARY PROGRAMMING



TUPELO ST.



# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

REFINED NEIGHBORHOOD CONCEPT

IMAGES ARE FOR CONCEPTUAL PURPOSES ONLY AND ARE SUBJECT TO CHANGE



**WASW**



# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

FRONT ENTRANCE FROM GLASGOW

IMAGES ARE FOR CONCEPTUAL PURPOSES ONLY AND ARE SUBJECT TO CHANGE





# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

## TUPELO ELEVATION

IMAGES ARE FOR CONCEPTUAL PURPOSES ONLY AND ARE SUBJECT TO CHANGE





# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

LEARNING TREE / OUTDOOR AREA

IMAGES ARE FOR CONCEPTUAL PURPOSES ONLY AND ARE SUBJECT TO CHANGE





# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

SEPARATE MEETING ROOM WING

IMAGES ARE FOR CONCEPTUAL PURPOSES ONLY AND ARE SUBJECT TO CHANGE



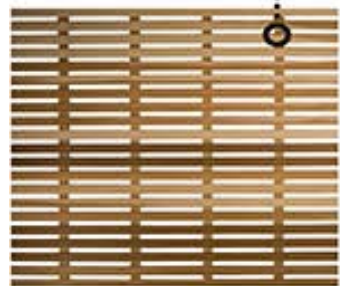


# Rouzan Neighborhood Library

REIMAGINING  
**ROUZAN**

## MATERIALS

IMAGES ARE FOR CONCEPTUAL PURPOSES ONLY AND ARE SUBJECT TO CHANGE



WOOD SCREEN



WHITE PAINTED BRICK



STANDING SEAM ROOF



WOOD SIDING



COPPER ACCENT



WOOD WINDOW SYSTEM



VERTICAL METAL PANEL