

GREENLEAVES SUBDIVISION

RULES AND REGULATIONS FOR DEVELOPERS, CONTRACTORS

HOME BUILDERS AND PROPERTY OWNERS

Prepared By
The Greenleaves Architectural Control Committee

October 1983 Edition
December 1983 Revised
October 1997 Revised
August 2003 Revised
October 2010 Revised
February 2019 Revised
October 2019 Revised

INDEX

<u>Section</u>	<u>Subject Matter</u>	<u>Page</u>
1	GENERAL PROVISIONS AND DEFINITIONS 1.1 - General Provisions 1.2 - Definitions	1
2	SUBDIVISION AND PROJECT APPLICATIONS	4
3	SITE CLEARING REQUIREMENTS 3.1 - Subdivision and Projects 3.2 - Individual Lots and Project Sites	6
4	CONSTRUCTION PROCEDURES 4.1 - Roadway and Utility construction 4.2 - Protection of Existing conditions 4.3 - Protections of Existing Utilities 4.4 - Signage Rules	8
5	TREE AND LANDSCAPE REQUIREMENTS 5.1 - Law Applicable 5.2 - Tree Preservation 5.3 - Bike and Jogging Paths 5.4 - Landscaping and Fencing	11
6	PLANS AND SPECIFICATIONS - SITE WORK 6.1 - Plot Plans and Specifications 6.2 - Off Street Parking Requirements 6.3 - Design Standards for Other Than Dedicated Streets 6.4 - Illumination	14
7	PLANS AND SPECIFICATIONS - STRUCTURES 7.1 - Required Submittals 7.2 - Standards of Approval	17
8	ZONING DISTRICT REQUIREMENTS 8.1 - A-4 Single Family Residential 8.2 - A-6 Three and Four Family Residential District 8.3 - A-7 General Multiple Family Residential District 8.4 - C-1 Neighborhood Commercial District 8.5 - C-2 Community business District	20

INDEX (con't.)

<u>Section</u>	<u>Subject Matter</u>	<u>Page</u>
9	ADMINISTRATION AND ENFORCEMENT	25
	9.1 - Violations	
	9.2 - Complaints of Violations	
	9.3 - Severability	
	9.4 - Schedule of Fines for Violations	

SECTION 1 **GENERAL PROVISIONS AND DEFINITIONS**

1.1 General Provisions

1.1.1 Before work of any kind (including clearing), except survey work and soil analysis, is undertaken in Greenleaves Subdivision, a Certificate to Proceed shall be obtained from the Greenleaves Architectural Control Committee (GACC). A Certificate to Proceed shall be issued only after the GACC has reviewed and approved an application containing all the information normally submitted to the proper St. Tammany Parish authority for subdivision approval and/or a building permit, together with such additional information as required by these Rules and Regulations.

1.1.2 The GACC shall have thirty (30) days after receipt of all required documents to approve or disapprove any application for subdivision of a parcel or construction of any structure. Should the application be denied, the denial letter shall be accompanied by a list of deficiencies which must be corrected by the applicant before resubmitting the application. Approval or disapproval of a resubmitted application shall be given by the GACC within fifteen (15) days after receipt of the complete resubmission.

1.1.3 A Certificate to Proceed issued by the GACC shall be prominently displayed at the location of the work authorized therein, together with all other permits issued by Parish Governing Authorities and/or other governing authorities having jurisdiction over the work to be done.

1.2 Definitions

A. Applicant - a legal person requesting authorization from the GACC to (i) subdivide and develop a parcel or parcels of land in Greenleaves Subdivision; and/or (ii) construct or cause to be constructed a structure or other improvements on a legal lot within Greenleaves Subdivision.

B. GACC - the Greenleaves Architectural Control Committee shall consist of the Property Manager and in the event of a homeowner appeal, the Board of Directors.

C. Improvements - Clearings, streets, roads, sewerage collections lines, water distribution lines, drainage facilities, structures and other such items constructed on property within Greenleaves Subdivision.

D. Major Tree - An oak or other hardwood with 20" (DBH)

E. Master Deed Restrictions - restrictions and covenants imposed on the land within Greenleaves Subdivision by Greenleaves Development Corporation for the benefit of all landowners filed of record in COB ____, folio ____, of the official records of St. Tammany Parish, Louisiana.

F. Parish Governing Authority - depending on the context, the St. Tammany Parish Police Jury (formerly the Parish Council), the St. Tammany Parish Planning Advisory board, the St. Tammany Parish Zoning Commission, the St. Tammany Parish Engineering Department or any successors thereto having jurisdiction over the project and/or subdivision, or any aspect thereof then being discussed in the text. The responsibilities of each may overlap in some instances, in which event the term Parish Governing Authority shall refer to as many of the above entities as have jurisdiction and responsibility.

G. Project - the construction of commercial, professional and/or multi-family structures and improvements on a legal lot(s).

H. Structure - all manner of buildings, swimming pools, fences, accessory buildings, walls, porches, decks, tents, towers, driveways, parking lots, sidewalks, recreational facilities and other such items constructed on property within Greenleaves Subdivision.

I. Subdivision - as used in these rules and regulations shall mean the resubdivision of any of the legal lots of record in Greenleaves Subdivision into two or more lots. Such a resubdivision would normally include construction of off-site improvements.

J. Subdivision Regulations - the law and regulations adopted by the Governing Authority of St. Tammany Parish, Louisiana governing the subdivision of land as set forth in St. Tammany Parish Subdivision Regulations, Ordinance No. 499, as amended from time to time.

K. Zoning Ordinances - the law and regulations adopted by the Governing Authority of St. Tammany Parish, Louisiana governing the use of property as set forth in St. Tammany Parish Land Use Regulations Zoning Ordinance No. 523, as amended from time to time.

SECTION 2 SUBDIVISION AND PROJECT APPLICATIONS

2.1 Before applying to the Parish Governing Authority for tentative approval of a subdivision and/or project, an applicant shall submit to the GACC a plan drawn to scale showing where applicable the following:

- a. Street and lot layout
- b. Phases of development
- c. Utilities and servitudes
- d. Drainage and servitudes
- e. Street lighting
- f. Stockpile locations
- g. Construction access to Greenleaves boulevard
- h. Barricades and temporary turnarounds at phase boundaries
- i. Private roads or drive
- j. Parking area and layouts of spaces
- k. Building locations giving area and height of each building
- l. All information required to be furnished under Section 6 and 7 of these Rules and Regulations

2.2 Before applying to the Parish Governing Authority for preliminary subdivision approval, an applicant shall submit to GACC two (2) complete sets of construction plans and specifications of the streets, roads, utilities and other improvements. Plans and specifications shall be in such detail as to clearly display the design and construction requirements.

2.3 Before applying to the Parish Governing Authority for a building permit to construct a project, an applicant shall submit to GACC two (2) sets of construction plans and specifications for the following:

- a. Private roads or drives
- b. Parking area and layouts of spaces

- c. Building locations giving area and height of each building
- d. Recreational facilities
- e. All information required to be furnished under Section 6 and 7 of these Rules and Regulations

2.4 Simultaneously with the above submissions, an applicant shall provide a letter certifying that applicant has submitted to Fire Protection District No. 4 the plans of the subdivision and /or project for review and compliance with the District's fire protection requirements.

2.5 Only after the GACC has reviewed the above documents and granted preliminary approval for the subdivision and/or project may the applicant proceed to obtain the necessary Parish Governing Authority approvals.

2.6 Applicant shall provide an estimate of the time to complete the subdivision and or project, and such additional information as GACC may require; and otherwise comply with the requirements as set forth hereinafter for site clearing, roadway and utilities construction, protection of existing conditions, protection of existing utilities, tree and landscape requirements and other such matters.

SECTION 3 SITE CLEARING REQUIREMENTS

3.1 Subdivisions and Projects

3.1.1 In order to save trees, clearing of street and utilities right-of-ways shall adhere to the following:

3.1.2 During the clearing of streets and utility right-of-ways, the following shall be prohibited:

- a. Depositing soil or other debris on property adjoining right-of-way, or any location other than designated in 2.1, f.
- b. Burying of any material in right-of-way.

3.1.3 Drainage must be maintained at all times. GACC may require temporary ditches or culverts.

3.1.4 After a survey path has been cut, GACC shall be notified and may make an on-site review of major trees and may require the relocation of the right-of-way to save significant trees if such relocation does not significantly increase the construction cost of the subdivision or project plan, or significantly disrupt the symmetry of the street and lot layout.

3.1.5 At no time shall metal tracked equipment be allowed beyond the boundaries of the street right-of-way.

3.1.6 After lot lines have been preliminarily established, and the locations of major trees determined; lot lines shall be relocated to avoid major trees interfering with building locations on a site.

3.2 Individual Lots and Project Sites

3.2.1 In order to preserve trees on individual lots or project sites, applicant shall follow these requirements.

3.2.2 Metal track equipment shall be allowed only within an area the outer limits of which are five (5) feet from, and parallel to the building, walls and paving lines. Only rubber tired equipment may be used for lot clearing beyond these limits.

3.2.3 Plans submitted must show major tree locations and trees deemed to remain shall be protected at the drip line.

3.2.4 Excess fill under slabs and parking areas shall be removed from the site before landscaping, and shall not be permitted to remain around trees for more than a two week period.

3.2.5 Plans submitted must show the direction of surface water run-off after all grading has been completed. It is a requirement that no surface water run-off shall flow to an adjoining lot; therefore, a lot shall be graded to facilitate surface water run-off from the rear of the lot to the nearest swale or drainage servitude adjacent to the lot to the extent reasonable possible.

SECTION 4 CONSTRUCTION REQUIREMENTS AND PROCEDURES

In order to sustain the natural beauty of Greenleaves, work shall be conducted as follows:

4.1 Roadway and Utilities Construction

4.1.1 The surface of public roadways shall be constructed of concrete. Within a subdivision of land, the surface treatment shall be uniform and consistent, except that at the entrance of a subdivision a transition strip of colored surface molded concrete extending the entire width of the intersecting street for a length not less than eight (8') feet from the property line back into the subdivision shall be installed.

4.1.2 Soil borings shall be required for all dedicated streets.

4.1.3 Construction contracts shall reference the construction plans and specifications approved by GACC and shall be subject to reasonable inspection by GACC for compliance.

4.1.4 Culverts and headwalls shall be constructed to meet GACC minimum design standards as set forth in addendum A.

4.2 Protection of Existing Conditions

4.2.1 Each parcel, site, or lot shall be allowed only one access to Greenleaves boulevard while under construction. The access location must be shown on plans submitted to GACC for approval and is subject to relocation by GACC.

4.2.2 Permanent culverts and headwalls or temporary devices approved by GACC shall be installed at all access locations.

4.2.3 During construction, all existing roadways, particularly Greenleaves Boulevard shall be kept clear of mud and debris. Failure to so maintain the streets shall result in the Master Association assessing applicant the cost for performing such work.

4.2.4 Construction sites shall be kept free and clear of trash and debris.

4.2.5 Temporary toilets shall be provided on all construction sites.

4.2.6 concrete trucks shall not wash-out in any location other than the actual construction site or in a location specifically approved by GACC.

4.2.7 Drainage shall be maintained at all times at the construction sites. Temporary ditches or pumping may be required.

4.2.8 Temporary fences shall be erected in order to prevent hazards or disruption of commercial activity.

4.2.9 Construction sheds and storage areas shall be maintained in an orderly manner.

4.2.10 Construction signs shall be limited in number and size to identify contractors (one per lot not to exceed 4'X 8'). Signs shall not be nailed to trees.

4.3 Protection of Existing Utilities

4.3.1 Locations of all existing utilities and drainage devices are available from GACC. These utilities shall be protected during construction. Any damage shall be corrected immediately regardless of time of day or weather conditions. Failure to comply shall result in repairs being performed by the Master Association and the cost being charged to the offending party and/or applicant.

4.3.2 Repairs or connection to utilities shall be made only by authorized contractors approved by the Greenleaves Utility Company.

4.4 Signage Rules

Signs are defined as signs, posters, handbills, flyers, notices and the like. These rules apply throughout Greenleaves Subdivision, including parcels.

4.4.1 Permanent Signs. Design of permanent signs and entrance features shall be submitted to GACC before erection.

4.4.2 Entrance, medians, and common area restrictions. No signs or other objects are allowed at either Greenleaves entrance or exist, or in any medians of Greenleaves Boulevard or any median of a parcel entrance, other than the customary parcel entrance sign, parcel association sanctioned temporary/seasonal decorations not promoting political ideologies, and parcel entrance landscaping. Furthermore, the adjacent public rights-of-way of Highway 190

and Lonesome Road are declared litter-free zones by Louisiana law (RS 30:2544), prohibiting the posting, erecting or displaying on any surface, pole or stanchion of temporary signs. No signs or other objects are allowed at any sides the length of the boulevard, greenbelts, parks or pond areas at any times, except as provided within and defined in the following subsections.

4.4.3 Individual stake requirement. No sign or related object will be allowed to be posted to a street sign, traffic sign, stop sign, subdivision or parcel entrance sign, gazebo, waste can, utility box, light pole, fence, tree, landscaped areas of an entrance or anything other than its own individual stake. Furthermore, signs cannot interfere with, or restrict views of traffic or obstruct fire hydrants.

4.4.4 Temporary signs at parcel entrance. A temporary sign at parcel entrances is for directional assistance only, may be no larger than twenty-four inches by eighteen inches (24" X 18") attached to its' own stake and only be placed on the right side of the parcel entrance. Flyers and flyer boxes are not permitted on or near the Boulevard. Temporary signs must meet the following criteria:

4.4.4.1 Event signage. For events, limited to open houses, garage-type sales and party directions, temporary signs may be posted one hour prior and must be removed within the hour concluding the event. Garage, yard, carport or any other sales of similar description may include only address and time of sale.

4.4.4.2 Real estate (non-open house). Signs for residence rental or residence sale that are "active" may be posted no sooner than 6 p.m. Friday and must be removed on later than 6 p.m. Sunday. If a parcel has two separate entrances, only one sign per listing is permitted at one of the two entrances. If a real estate agent has more than one listing in a parcel, only one sign is permitted regardless of number of listings. In the case of multiple listings, a realtor can add a "sign rider" to a sign at a parcel entrance of Greenleaves Boulevard noting the multiple listings.

4.4.5 Real estate signs at individual property. Real estate signs no larger than six (6) square feet attached to its' own stake must be professionally displayed, limited to one per residence displayed only in the front yard. Real estate sign for the commercial-zoned lots

adjacent to the main entrance no larger than twelve (12) square feet attached to its' own stake must be professionally displayed, limited to one (1) per commercial property.

4.4.5.1 Flyer box. In addition to a real estate sign, one flyer box is permitted in front yard per residence.

4.4.5.2 Gated parcel. In the case that a parcel is gated, a "for sale" or "for lease" sign for an "active" property may be placed parallel to the fence on the right side of the gate, within one foot length distance from the fence, and no larger than six (6) square feet attached to its' own stake. Non-active real estate signs (e.g., sold, leased) and flyer boxes are not permitted.

4.4.6 Advertising. Signs advertising a single or few items for sale (e.g., car, appliance, animals, boat), advertising of contractors or services (e.g., fence builder, painter), or promoting third-party activities (e.g., schools, churches, clubs) will not be permitted at any time.

4.4.6.1 Political signs. Political signs are not allowed at any time.

4.4.6.2 Missing pets. Missing pet signs will not be permitted other than on parcel sanctioned notices boards, which are located beyond parcel entrance signs.

4.4.6.3 Refreshment stands. Non-adult children of Greenleaves residents are permitted to display individually staked signs during sale of non-commercial refreshments (e.g., lemonade) on the Boulevard or within a parcel.

4.4.6.4 Security signs. Recognizing it is more about safety than advertising, a security alarm system sign about one square foot in size is permitted on an individual property.

4.4.7 Directional signs in parcels. Directional signs no larger than twenty-four inches by eighteen inches (24" X 18") within each individual parcel association may be permitted but should be determined by your own individual parcel association President.

4.4.8 Non-compliance. If signs are in non-compliance with the rules and regulations of the GACC and/or signage rules, the GMA has the right to remove and discard these materials. The GACC, at its discretion, can fine twenty-five dollars (\$25) per violation to any of the signage rules in section 4.4.

SECTION 5 TREE AND LANDSCAPE REQUIREMENTS

5.1 Law Applicable

5.1.1 The requirements of Zoning Ordinance, Section 2.1606, Minimum Landscape Requirements, shall apply to all properties in Greenleaves Subdivision zoned for multi-family, professional and commercial use.

5.2 Tree Preservation

5.2.1 Tree preservation shall be required on all property, regardless of zoning classifications. Any existing tree with a 5' diameter (DBH) beyond five feet (5') of a building or paving line shall be preserved (except as provided in paragraphs 5.2.2 and 5.2.3 below). Besides following the precautions of Paragraph 3.1.4 and Section 3.2, the grade around existing trees will not be raised without following the recommended methods for such grade changes to prevent root smothering.

5.2.2 In rear lots of residences, trees within five feet (5') of the property lines shall be preserved as in 5.2.1.

5.2.3 Trees shall be preserved in the front yards of residences as required in 5.2.1, unless specifically excepted by GACC and then only after submittal of a detailed landscape plan.

5.2.4 All greenbelts indicated on the Final Subdivision Plat of Greenleaves and further required of applicant shall meet the requirements of 5.2.1.

5.3 Bike and Jogging Paths

5.3.1 The Developers of Parcels 3, 4, 6, 7, 8, 10, and 11 are required to construct in each greenbelt area adjoining and contiguous to Greenleaves Boulevard 4.5 feet wide asphalt surfaced path that meanders through the greenbelt for its entire length and joins with other such paths at the borders of the parcel. Where paths cross roadways a sign shall be installed and the roadway striped.

5.3.2 Each developer of a subdivision is encouraged to provide bike and jogging paths within the subdivision, along streets, between rear property lines and/or along holding ponds.

5.3.3 Paths are to be constructed as follows:

- a. Scrape down to clay soil
- b. Excavate down 6 ; and install 4' of compacted shell then apply 2' of hot mix asphalt, rolled.
- c. In lieu of shell base cut down 5' and install 4' hot mix asphalt, rolled.
- d. Muck, fill, and compact soft spots before installing base.

5.4 Landscaping and Fencing

5.4.1 For all projects in multi-family, professional and commercial lots, and for all required greenbelts and entrance features, a landscape plan shall be submitted to GACC for approval. Plans shall be to scale and, in such detail, as to display size, topography, and type of all landscape materials, both living and manufactured.

5.4.2 Greenbelts may have formal landscaping at the points of entry into a subdivision (entrance features). However, the remainder of the greenbelt shall be preserved in a well groomed natural state. Scattering of flowering shrubs and trees shall be introduced throughout the greenbelt areas in an informal pattern. Each greenbelt developer shall submit a plan for this landscaping.

5.4.3 Fencing may be employed adjoining a greenbelt area to assist in identification but must be located on the side of the greenbelt opposite the street.

5.4.4 Fencing along the greenbelt property line of any project or residential site must be uniform in design for each development. Designs shall be submitted to GACC for approval.

5.4.5 Fencing for residential lots shall not extend into the required front yard unless specifically approved by GACC. Front yard fencing where approved must be of wood, ornamental metal, masonry or a combination of masonry and wood or masonry and ornamental metal and shall not exceed 4' in height.

5.4.6 Construction of permitted fencing shall be as follows:

- a. The height shall not exceed 6' 0" (4' 0" in a front yard) unless specifically excepted by GACC.
- b. The support posts shall be not greater than 8' 0". o.c.
- c. Wood is to be redwood or cedar. Posts and rails facing on lot side may be pressure treated pine.
- d. Fencing must be on property line.

SECTION 6 PLANS AND SPECIFICATIONS FOR SITE WORK

6.1 Plot Plans and Specifications

6.1.1 Two (2) sets of plans shall be submitted for approval of a structure or complex of structures and must contain the following:

- a. Lot and parcel identification referencing an approved subdivision plan.
- b. Lot dimensions, servitude dimensions, right-of-way dimensions, set-back dimensions and zoning classification.
- c. Licensed surveyors name and plan reference number. The GACC may request a current stamped survey.
- d. Topo information relative to center line of street, existing and proposed ditches or swales, grades proposed for structure floors, parking lots, landscaped areas, on site drainage grades, subsurface inverts and sizes, culverts, headwalls, and fencing (if any).
- e. Locations of trees 8' (DBH) or over in the construction area (See Section 5).
- f. Area of buildings and off-street parking calculations (not required for single family residences).
- g. Elevation of street crown, ditch, existing grade, proposed first floor elevation. This amendment is to be effective as of September 9, 1986.

6.1.2 Drainage onto another lot is not allowed.

6.1.3 Subsurface drainage may be required if surface drainage is not sufficient.

If subsurface drainage is required, the designs shall be submitted for approval.

6.1.4 The provisions of the Louisiana Licensing Laws for Architects and Engineers, R.S. 37, Chapter 3, Sections 141 - 158, and R.S. 37:681.704 shall apply (Note: One and two-family dwellings or existing buildings in which no structural modifications are to be made are excepted.)

6.1.5 Plot plans shall show sections through drainage systems, culverts and headwall, catch basins, and manholes in detail.

6.2 Off Street Parking Requirements

6.2.1 All requirements of the latest revised Zoning Ordinance shall apply for the zoning district and building use.

6.2.2 See Section 6.3 for surface requirements.

6.2.3 Driveways and parking spaces shall not abut a property line.

6.2.4 No parking space shall be allowed in a required front yard, side yard, or rear yard. (See 8.2.1)

6.2.5 Single family residences shall provide two (2) off-street parking spaces beyond the set back lines.

6.2.6 Front yard parking courts may be approved in addition to required parking if aesthetically constructed and landscaped.

6.3 Design Standards for Other than Dedicated Streets

6.3.1 All private roads, drives, or parking areas shall be constructed of concrete.

6.3.2 Private streets used to access multiple sites shall be constructed in accordance with the provisions of Section 4.1 hereof.

6.3.3 Parking areas and drives in multi-family or commercial projects must have curbs parallel to traffic or parking, and curbs or pre-cast wheel bumpers where paving ends perpendicular to vehicle space.

6.3.4 Curbs must be secured to paving and be provided with expansion and contraction capabilities.

6.3.5 Expansion and contraction joints must be installed in concrete paving located to meet engineering practices for this climate.

6.3.6 All paving and walks must have sufficient slope to drain, and not hold water in any location.

6.3.7 Sub-base preparation, compaction tests, and compressive strength of materials shall meet requirements for anticipated traffic.

6.4 Illumination

6.4.1 Streets and parking lots shall be illuminated in accordance with the following standards.

6.4.2 Lighting fixtures approved by GACC as to design and form shall provide average light levels at least equal to the following:

- a. For Streets:
 - Major Streets - 1-foot candles
 - Collector Street - .6-foot candles
 - Local Street - .4-foot candles

- b. For Commercial and Professional Parking Lots:
 - Low Activity - .8-foot candles
 - Medium Activity - 2-foot candles
 - High Activity - 4-foot candles

- c. Lighting Between Standards:
 - In order to achieve the average light levels required, a ratio of not more than 10 to 1 shall be maintained between areas of maximum and minimum light levels.

SECTION 7 PLANS AND SPECIFICATIONS - STRUCTURES

7.1 Required Submittals

7.1.1 No structure or other improvement shall be erected or substantially altered on any portion of Greenleaves Subdivision without written approval of GACC. For purposes of this Section, an addition to an existing structure shall be considered a structure and shall require approval. In addition to the matters otherwise provided herein, the GACC shall have the authority to approve or disapprove a structure as to size, construction materials, exterior appearance, including color selection of paint and other building materials, landscaping, signs, mailboxes, lighting and other exterior devices.

7.1.2 Any plans submitted, except for single family dwellings, additions to single family dwellings, or other buildings used in connection with single family dwellings shall bear the stamp and signature of a licensed Architect or Civil Engineer. No Architect or Engineer shall approve, sign, or affix his name to any specifications, drawings, or other related documents which were not prepared by him or under his immediate supervision.

7.1.3 Plans and Specifications for all structures to be constructed, renovated, remodeled, or repaired (except one- or two-family dwellings, or existing structures in which no structural modifications or changes in the exit arrangement are to be made, and structures not used for dwelling or human occupancy) must be approved by the State Fire Marshal before a Certificate to Proceed will be issued.

7.1.4 Plans and Specifications submitted must be prepared in a professional manner to display graphically, to scale and dimension, the scope and detail of the proposed structure. Plans shall include:

- a. Plot plan and site work details
- b. Floor plans and elevations of each exterior wall
- c. Cross sections sufficient to describe the structure
- d. Wall sections of each construction condition
- e. Foundation plans and details, including soil bearing capacity used for design

- f. Schedules of openings and finishes
- g. Details of stairs and special construction
- h. Structural framing plans showing size of members and design loads
- l. Electrical and plumbing plans and schedules
- j. HVAC plans and schedules
- k. Sprinkler plans, if required
- l. Landscape plans
- m. Roof plan
- n. Written specifications

7.1.5 GACC reserves the right to waive certain requirements for Drawings and Specifications listed in Section 7.1.4 depending on the size and type of structure proposed. During the approval process, GACC may require additional drawings and specifications, and review time will not begin to run until all required documents are submitted.

7.1.6 The following construction and use codes, with the latest amendments thereto, shall apply to all proposed construction:

- a. St. Tammany Parish Land Use Regulatory Ordinance No. 523
- b. The Standard Building Code; Southern Building Code Congress International Inc.
- c. National Fire Protection Associations, Inc.; NFPA 101-HB81
- d. Louisiana State Fire Marshal Act
- e. Sanitary Code, State of Louisiana
- f. National Electric Code

7.2 Standards of Approval

7.2.1 GACC may disapprove a submittal based on aesthetics alone. It is not the intention of GACC to impose its preferences for or against certain architectural styles, but to prevent construction of a Structure for purposes of economy only so that it is substantially void of aesthetic and design considerations.

7.2.2 In order to save the cost of a submittal that may be disapproved for exterior design reasons, GACC will accept preliminary submissions of exterior design for approval. This may be in the form of photography or sketches displaying the architectural character and materials proposed.

7.2.3 It is the responsibility of each applicant to perform all zoning and code research prior to submittal. If during early review, it is apparent to GACC that this research has not been done, the submittal may be returned without further comment.

7.2.4 In the event that only minor corrections to plans and specifications are required for approval, GACC may allow these corrections to be marked on the plans of record and signed by the applicant. The applicant's copy of approved documents must be available at all times during construction at the job site.

7.2.5 GACC field inspector will have full authority to stop construction of any project that is not in compliance with approved documents or these requirements and may require corrective action regardless of the stage of construction. This included, but is not limited to, the right to deny occupancy may be imposed in addition to the fines and assessments provided for in the Master Deed Restrictions and Covenants, article V, paragraph C, subsection 4. A decision of the field inspector may be appealed to the GACC.

7.2.6 Changes may be requested by an applicant in accordance with the above procedures, at his expense, after approval has been granted by GACC. Copies of approved revised documents shall be kept on file with GACC and at the job site.

7.2.7 Design calculations for structural elements, as well as soil investigations from an independent lab may be required. (Soil investigation reports within 300 feet of the site may be used.) All costs associated with providing this information shall be paid by the applicant.

SECTION 8 ZONING DISTRICT REQUIREMENTS

8.1 A-4 Single Family Residential

8.1.1 All requirements of the Zoning Ordinance for A-4 Single Family

Residential Districts shall apply, except as revised herein:

Zoning Ordinance

Section Number * Revision

(* September, 1983 Edition - Section numbers may change as the Zoning Ordinance is subsequently amended.)

- 2.601 Delete "cemetery".
- 2.604, 1a Change 25 feet to 30 feet front yard.
- 1b Change 5 feet to 10 feet side yard and add provision that the side yard on a corner is to have 20 feet set back.
- 2a Change min. lot width from 60 feet to 85 feet.
- 2b Change 7,200 sq. ft. to 10,200 sq. ft. per family unit.
- 2.605 See Section 5.3 hereof.

8.1.2 Add the following requirements:

- a. Mechanical equipment for a/c or pools may be no closer to a side property line than 5 feet and must be screened from view by approved wood screens.
- b. No T.V. discs may be located in front or side yards.
- c. Ham radio aerials are prohibited unless approved by GACC.
- d. Accessory buildings in required rear yards must be 10 feet from property lines.
- e. No single-family residence shall be constructed with a living area less than 1600 square feet.

8.1.3 Accessory Building and Uses.

- a. A subordinate building or a portion of the main building, the use of which is incidental to that of the main building of land not used for a place of habitation. An accessory use is one which is incidental to the main use of the premises. Examples may be; greenhouses, storage buildings, sheds, gazebos etc.
- b. Garages and carports attached or detached will be considered as part of the main building and must follow all setbacks and regulations as such. They are not accessory buildings.
- c. Accessory buildings shall not occupy more than five percent (5%) of the required rear yard setback area.

- d. Accessory buildings shall be located no closer than 10 feet from rear and side property lines.
- e. Accessory buildings on corner lots must be set back a minimum of 20 feet from the street side property line.
- f. Accessory buildings shall be limited to one story in height, with a maximum height of 20 feet to the highest point of the roof. Loft or mezzanine storage areas shall be limited to fifty percent (50%) of the ground floor area.
- g. Architectural style, proportions, and materials of accessory buildings shall match that of the primary structure. Plans must be submitted as per Section 7.

8.2 A-6 Three and Four Family Residential District

8.2.1 All requirements of the Zoning Ordinance for Three and four Family

Residential Districts shall apply, except as changed herein:

Zoning Ordinance

Section Number Revision

- | | | |
|------|----|---|
| 2.80 | 4A | Add: "When parking is provided in a front yard, the set back shall be 45 feet with parking spaces no closer than 14 feet from front property lines." |
| 2.80 | 4B | Add: "If a driveway is required in a side yard to provide access to rear yard parking, the side yard must be 15 feet wide." |
| 2.80 | 4C | Add: "When parking is provided in a rear yard, the depth of the rear yard shall be 45 feet with parking spaces no closer to the rear line than 5 feet." |
| 2.80 | 4D | Delete 1, 2, and 3 entirely. |
1. Add: "Every lot shall contain an area of not less than that specified below with a minimum width of 85 feet and a minimum depth of 120 feet, except that four family sites shall have a minimum width of 90 feet."
 2. Add: "Lots occupied by three-family dwellings shall contain an area of not less than 10,200 sq. feet, or not less than 3,000 sq. feet per unit for planned developments."
 3. Add: "Lots occupied by four family dwellings shall contain an area of not less than 10,800 sq. feet, or not less than 3,000 sq. feet per unit for planned developments."

8.2.2 Fire lanes may be required by GACC.

8.2.3 No multi-family dwelling shall be constructed with a living area of less 750 square feet for a one-bedroom unit and 900 square feet for a two or more-bedroom unit.

8.3 A-7 General Multiple Family Residential District

8.3.1 All requirements of the Zoning Ordinance for General Multiple Family Districts shall apply, except as changed herein:

Zoning Ordinance

Section Number Revision

2.80 4B(D) Add: “Regardless of the number of dwelling units per building, the maximum number of dwelling unites per acre shall be 16.

8.3.2 No multi-family dwelling shall be constructed with a living area of less than 750 square feet for a one-bedroom unit and 900 square feet for a two or more-bedroom unit.

8.4 C-1 Neighborhood Commercial District

8.4.1 All requirements of the Zoning Ordinance for Neighborhood Commercial Districts shall apply, except as changed herein.

Zoning Ordinance
Section Number Revision

- 2.123 Prohibited uses for Parcel 2 shall also include:
- a. Antique Shops
 - b. Bakeries
 - c. Catering and Grocery Stores
 - d. Dry Cleaners
 - e. Garden Supply Houses
 - f. Nurseries, Greenhouses, Bath Houses or the raising or sale of plants, shrubs, flowers and other horticulture crops
 - g. Schools, Churches, Fire Stations, Golf Courses or similar recreational and public uses
 - h. Car Washes, Automated or Customer Operated
 - I. Hardware Store
 - j. Apartments and/or other multi-family residential uses, except when physically a part of a building unit containing a permitted use. (For instance, an apartment or condominium on the second floor for the operator of an office on the first floor.)

8.4.2 Residential uses shall meet or exceed the minimum requirements set for in Section 8.2.

8.5 C-2 Community Business District

8.5.1 All requirements of the zoning Ordinance for community Business Districts shall apply, except as changed herein.

Zoning Ordinance
Section Number Revision

- 2.133 Prohibited uses for Parcel 1 shall also include:
- a. Hotels and Motels
 - b. Discos
 - c. Bars, except when operated in conjunction with a restaurant
 - d. Public and Semi-public Utilities

- e. Automotive Service Station, Centers and Sales
- f. Passenger Transportation Terminal
- g. Light Industries
- h. Golf Courses and other similar outdoor recreational and public uses
- l. Funeral Homes, Mortuaries, Undertaking Establishments
- j. Car Washes, Automated or Customer Operated
- k. Garages, Tire Shops, Service Stations, New and Used Car Shops
- l. Drive-In Movie Theaters
- m. Seasonal Produce Stand
- n. Motel Auto Courts
- o. Mobile Home Sales
- p. Apartments and/or other multi-family uses, except when physically a part of a building unit containing a permitted use. (For instance, an apartment or condominium on the second floor for the operator of a retail outlet on the first floor.)

8.5.2 Residential uses shall meet or exceed the minimum requirements set forth in Section 8.1.

SECTION 9 ADMINISTRATION AND ENFORCEMENT

9.1 Violations

9.1.1 Any violation of these Rules and Regulations shall result in revocation of the Certificate to Proceed. These Rules and Regulations are intended to be in addition to and not in place of the laws and ordinances of the Parish of St. Tammany and State of Louisiana; and, in the event of conflict between any provision of these Rules and Regulations *****

9.1.2 Any site clearing, or construction started without a GACC Certificate to Proceed or not in compliance with approved documents shall be discontinued by verbal direction of GACC, to be followed in writing indicating the nature of the violation and necessary action required. No further work shall be permitted until the violation has been resolved to the satisfaction of the GACC.

9.1.3 Any clearing or construction work commenced without GACC approval or in violation of these Rules and Regulations, regardless of the status of the work, shall be subject to removal and/or replacement if required by the GACC. The GACC may require replacement of trees removed without authorization, size and type of trees replanted to be in the sole discretion of GACC.

9.1.4 In order to assure that the swale ditches are not disturbed, a Deposit for Drainage in the amount set forth below, in the form of a bank letter of credit, or a check drawn on a solvent banking institution; payable to the Greenleaves Master Association is required at the time that the initial building/demolition permit application is submitted, the deposit is required in order to assure that the drainage through the swale (including culverts) adjoining the lot works in accordance with the approved drainage plan made part of the permit application. After drainage improvements have been completed and the lot has been graded and grassed, and upon request to the Greenleaves Architectural Control Committee (GACC), an inspection will be made to determine the acceptability of the culvert(s) and swale(s). If the drainage is not constructed as approved, or, in the sole judgment of the Greenleaves Architectural Control Committee, the drainage improvements do not perform satisfactorily, a written notice will be sent advising that the drainage improvements must be constructed as approved, or as modified, within a time period

stated in the notice. Failure to perform the work required in the notice within the time stipulated will result in the work being performed by others and charged against the drainage deposit. If after the drainage improvements have been constructed to the satisfaction of the GACC, there is a balance on deposit, the balance will be released within a period not to exceed one (1) year from the date of satisfactory inspection. If the cost for constructing or modifying the drainage improvements exceed the amount on deposit, a statement itemizing the cost for the drainage improvements will be sent by certified mail to the applicant, and to bank, if a letter of credit has been posted and payment shall be made within 7 days of receipt of the statement. Failure to pay the amount due timely will result in a lien (special assessment) being filed against the applicant and lot and, if applicable, a call made to the issuing bank under the letter of credit.

Deposit Amount:

1 Lot \$500.00

9.2 Complaints of Violations

9.2.1 All complaints of violations shall be investigated by the GACC field inspector.

9.2.2 Notice of the violation shall be given the offending party (and Applicant if different from the offending party) who shall correct, or cease said violations immediately.

9.2.3 Failure to correct or cease violations immediately may result in revocation of the certificate to proceed. This sanction includes, but is not limited to, a denial of occupancy in completed projects as provided in 7.2.5 above, and the fines and assessments provided in the Master Deed Restrictions and Covenants, article V, paragraph, C, subsection 4.

9.2.4 In addition to the foregoing, the GACC, or any other authorized party, may seek redress against an offending party as provided in the Master Deed Restrictions and Louisiana law.

9.3 Severability

9.3.1 The invalidity or unenforceability of any provision in these Rules and

Regulations shall not affect the validity or enforceability of any other provision or any valid and enforceable part of the provision of these Rules and Regulations.

9.4 Schedule of Fines for Violations

NO CLEARING OR BUILDING WILL BE ALLOWED UNTIL PERMIT SIGNS ARE POSTED -- NO EXCEPTIONS!

- 9.4.1 Application for Variance:
 - a. no fee if variances applied for when plans are submitted.
 - b. \$150.00 - for a variance requested after construction has begun.
- 9.4.2 Violation of permits: \$500.00 for starting any clearing or construction without approved permits: or making changes without prior approval.
- 9.4.3 Removal of "Stop Work" order without approval - \$100.00.
- 9.4.4 For nailing signs to trees - \$100.00. A warning letter will be sent. After seven (7) days the sign will be removed and the fine imposed.
- 9.4.5 Any culvert or catch basin destroyed by equipment must be replaced at the expense of the builder.
- 9.4.6 For legally authorized fires left unattended and reported by the fire department or guard service. This fine will be equal to the cost of the damage incurred, cost to extinguish the fire, and the cost of all damages to other lots or residences to include replacement of significant trees - \$500.00 minimum.
- 9.4.7 For non-existing trees that were indicated on the plot plan when permit was issued - \$50.00 per tree, fine to begin at time of final grading.
- 9.4.8 For failure to have a portable toilet on site from the time the slab is completed until such time as permanent sanitary facilities become available - \$10.00 per day.
- 9.4.9 Working without a permit - \$100.00 per day.
- 9.4.10 Hand clearing without permission - \$100.00 per day.
- 9.4.11 For improper use of a metal track vehicle, to include evidence of such use (i.e., tracks outside footprint of house or driveway - \$500.00.
- 9.4.12 The fees for violations as set out in this section shall be doubled for each subsequent violation of the same violation by the same Contractor or Builder except with respect to variances.

BUILDING PERMITS WILL BE REVOKED WHEN VIOLATIONS ARE DISCOVERED. THEY WILL NOT BE REISSUED UNTIL ALL FINES HAVE BEEN PAID.

Absolutely no plans will be accepted after 12 noon Monday for review on Tuesday. Please do not call the GACC office or any member of this committee to have your plans submitted after this

time. The GACC has 30 days after receipt of all required documents to approve or disapprove any application for subdivision of a parcel or construction of any structure.

STOP WORK ORDER

A stop work sign will be posted for the following, but no limited to:

1. Violations of Deed Restrictions
2. Violations of clearing or building permit
3. Use of metal track vehicles outside of driveway or house location
4. No portable toilet on site after slab is poured
5. Trash in ditch or stoppage of drainage, after warning notice

Revised 10/2010