



# Design Regulations and Guidelines for Pueblo SacBe

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## Design Regulations and Guidelines for Pueblo SacBe

### *Table of Contents*

<b>1.Definitions .....</b>	<b>4</b>
<b>2.Introduction .....</b>	<b>6</b>
<b>3.Purpose of Regulations and Guidelines .....</b>	<b>6</b>
<b>4.Environmental Principles.....</b>	<b>6</b>
<b>5.Design Review Committee.....</b>	<b>6</b>
5.1.Submission Requirements.....	6
5.2.Plans.....	7
5.2.1.Site Plan.....	7
5.2.2.Floor Plans.....	7
5.2.3.Permits, licenses and studies.....	7
<b>6.Permitted Development Density and Land Use.....</b>	<b>7</b>
6.1.Density.....	7
<b>7.Architecture, Landscaping and Site Planning Requirements .....</b>	<b>8</b>
7.1.General Description.....	8
7.2.Site Orientation.....	8
<b>8.Height.....</b>	<b>9</b>
<b>9.Facades.....</b>	<b>9</b>
<b>10.Colors.....</b>	<b>9</b>
<b>11.Parking.....</b>	<b>9</b>
<b>12.Construction materials.....</b>	<b>9</b>
12.1.Recommended materials.....	10
<b>13.Tree Protection Requirements.....</b>	<b>10</b>

Pueblo SacBe  
Community Bylaws

**14.Landscaping.....10**

14.1.Species of Flora permitted.....11

14.2.Swimming pools.....11

**15.Construction.....11**

15.1.Duration and hours permitted.....11

15.2.Noise.....11

15.3.Delivery of construction supplies and material.....11

15.4.Storage.....11

15.5.Site condition and supervision during construction..... 11

15.6.Sanitary conditions.....12

15.7.Replacement of Flora.....12

**16.Service installations.....12**

16.1.Electrical installations.....12

16.2.Propane Gas.....12

16.3.Wells.....12

16.4.Energy and water conservation.....13

16.5.Sewage connections.....13

16.6.Buried Services.....13

**17.Signs .....13**

**18.Lighting.....13**

**19.Archaeological Sites.....13**

## 1. Definitions

PUEBLO SACBE: The community.

ASSOCIATION: The Pueblo SacBe Civil Association.

PROPERTY: Lots or units purchased by an owner through a notarized purchase agreement.

COMMON PROPERTY: Property held in common by all property owners.

COMMON EXPENSES: Those expenses that are required to maintain common property and facilities.

PROPERTY OWNER: Any individual or corporation under any title holding title of the Ownership rights, or any beneficiary to those rights.

MEMBER: Same as a Property Owner.

VOTING MEMBER: A member in good standing, who is current in the payment of all fees and assessments.

BOARD: (SUPPORT COMMITTEE): The elected body that ensures that the purposes of the Association are carried out.

ADMINISTRATOR: A person hired by the Board to perform administrative duties in order to carry out the purposes of the Association. This person is an employee, and need not be a property owner.

ASSEMBLY: The governing body of the Association, which is comprised of all the property owners.

PROINDIVISO: That portion that a particular lot/unit represents in the total value of the private ownership lots/units of Pueblo SacBe, as described in the Master Plan. The lots/units are assessed at constant prices and expressed in decimal fractions (a percentage) resulting from dividing the value of a particular private lot/unit by the aggregate value of all the private lots/units of Pueblo SacBe, all at constant values.

MASTER PLOT PLAN: The site map which details placement and size of lots/units, as well as other zoning information.

MASTER PLAN: The project plan document and drawings to be submitted to governing authorities for subdivision approval.

ECOLOGICAL PRESERVATION AREAS: Green areas, which are not intended for development of any kind, and are to be left in their natural state.

SITE DEVELOPMENT REGULATIONS AND GUIDELINES: Those regulations and guidelines, which are written to both educate and legislate lot owners to design and build in a manner, which uphold the overall goals of Pueblo SacBe.

Pueblo SacBe  
Community Bylaws

**DESIGN REVIEW COMMITTEE:** The Committee that ensures that the Site Development Regulations and Guidelines are followed. Members are appointed by the Board. The Committee acts in an advisory capacity to the Board. Meetings are held as required.

**ENVIRONMENTAL COMMITTEE:** The Committee that ensures that the environmental goals of Pueblo SacBe are carried out. Members are appointed by the Board. The Committee acts in an advisory capacity to the Board. Meetings are held a minimum of three (3) times per year.

**COMMUNITY ACTIVITIES COMMITTEE:** The Committee that ensures that the community goals of Pueblo SacBe are carried out. Members are appointed by the Board. The Committee acts in an advisory capacity to the Board. Meetings are held a minimum of three (3) times per year.

**NOMINATING AND ELECTIONS COMMITTEE:** The committee that assists with the nominating and election functions of the Assembly. Member(s) are elected and meet a minimum of once (1) a year.

**PROMOTE/SUGGEST/RECOMMEND:** When these words are used, contrary actions do not carry with them any fine or penalty.

**RESTRICT/FORBID/PROHIBIT/NOT PERMITTED:** When these words are used, contrary actions carry a fine or penalty

**PROCESS OF COMPLAINTS:** Firstly the plaintiff should discuss the problem with the source of the problem. Secondly, if the first step is ignored, the plaintiff should complain to the support committee of the civil association. The committee then should speak with the source of the problem. Thirdly, if step 2 is ignored, the support committee will issue a complaint signed by the administrator and the three members of the support committee, against the source of the problem. Fourthly, if step 3 is ignored, a fine or penalty will be issued against this person.

**FINE/PENALTY:** The amount of the fines or penalties will be established by the SacBe Civil Association as a first order of business once the Condominium regimen is registered. The infractions and corresponding fines will be put on an agenda for all the owners to vote on. Once they are voted on, the penalties become enforceable by law. Non-compliance with paying the fines will result in a 'no admittance status' to Pueblo SacBe until such time that the fine/s have been paid. In the interim, owners are expected to adhere to these rules and the developing company will enforce the bylaws.

## **2. Introduction**

The intent of these regulations and guidelines is to promote compliance with government land use requirements and to protect and enhance property values. The guidelines shall be read and interpreted in accordance with federal, state and municipal government land use and construction requirements related to the Pueblo SacBe location and are subject to change based on any revised requirements of the governing authorities or of Pueblo SacBe.

## **3. Purpose of Regulations and Guidelines**

The purpose of these regulations and guidelines is to ensure that the principles of Pueblo SacBe are upheld and the natural environment is retained and enhanced. They are intended to educate as much as regulate and therefore offer a number of recommendations to attain specific goals. There are also requirements, which have no flexibility in implementation.

## **4. Environmental Principles**

These regulations and guidelines are intended to protect Pueblo SacBe from felling of large trees, contamination of the water supply, production of non-biodegradable waste, drastic alteration of the existing flora and fauna, and any other activity considered detrimental to the environment.

The use of alternative energy sources is expected, as well as use of 'soft touch' building systems including rainwater collection, composting toilets and artificial wetland systems with bio-digester.

## **5. Design Review Committee**

Within the boundaries of Pueblo SacBe, plans and specifications for any structure to be erected, landscaping alterations, or improvement or changes to any structure or property, shall be subject to and require the written approval of the Design Review Committee before such work commences. The decisions of the Committee shall be final. However, the applicant may resubmit the application, subject to fulfilling the deficiencies outlined by the committee. The written approval of the Design Review Committee is required before the application for building permits with the municipality.

### **5.1. Submission Requirements**

The Committee must approve all construction. The approval process will take into account building criteria, including the construction materials to be used, roofs, exterior color schemes, the harmony of the external design with the environment, any alterations to the natural surroundings, the size and prominence of the structure, the construction necessities, among other factors.

All construction will require posting a refundable design review bond before a construction permit is given. The bond value will be refunded upon completion of the construction and upon inspection to ensure construction was completed per the approved design.

## **5.2. Plans**

Two complete sets of plans and specifications for all proposed buildings, structures or improvements must be submitted. These plans shall include:

### **5.2.1. Site Plan**

Site plan at a scale of 1:200 with legal description showing existing property conditions such as property lines, setbacks, topography, major vegetation elements, general soil conditions with types of rock outcroppings and/or water sources, location of proposed buildings and their proposed use, locations of ingress and egress surfaces, final landscaping and topography, drainage, proposed screening of vehicles, storage, north arrow for orientation, location of all proposed utility installations, and the location, species and size of all trees having a trunk measuring six (6) inches or more in diameter at the breast height (trees which the owner proposes to remove should be so designated).

### **5.2.2. Floor Plans**

All floor plans at a scale of 1:50 including details of the foundation system, water storage, rain water collection, sewage, water and electrical systems. Typical building sections and elevations sufficient to show methods of construction and appropriate details to show heights, levels, and type and philosophy of use of selected building materials. Specifications sufficient to explain the quality and expected performance standards of proposed structure or structures are required.

### **5.2.3. Permits, licenses and studies**

Copies of all required Federal, State or Municipal permits, licenses or studies must be submitted prior to the commencement of construction.

## **6. Permitted Development Density and Land Use**

### **6.1. Density**

The density depends on the area and its use, as indicated in the Master Plan and as dictated by municipal statutes. No building or structure nor the enlargement of any structure shall be erected on a lot unless it conforms with the area regulations.

*The following table is a summary of the community's allowable density, footprints, setbacks and size of building in residential and commercial areas:*

Pueblo SacBe  
Design Regulations and Guidelines

Area	Max. Density	Minimum lot size (m2)	Maximum occupied surface (% of lot area)	Maximum floor area (% of lot area)	Front Setback	Side and rear setbacks
Residential low density	1 home per lot. *Secondary cottage if lot over 1,000 m2	1,000	20	40	6 meters	2 meters
Residential medium density	1 home per lot	300	35	60	6 meters	2 meters
Condominium	15 units per hectare	4,000	40	40	6 meters	4 meters
Retail / Commercial / Mixed use		300	60	60	6 meters	2 meters

- *Secondary Cottage may not exceed 65% of the occupied surface area of the primary residence or be more than two levels and 7 meters in height.*

## 7. Architecture, Landscaping and Site Planning Requirements

### 7.1. General Description

The general architectural features of all constructions including commercial, condominiums and service developments should give the impression of belonging to the surrounding landscape and the historical context of this region.

Extensive use of natural materials and a respect for the existing levels of the terrain is promoted. It is strongly recommended to incorporate whenever possible the surrounding flora into the architecture as, for example, allowing a tree to become a feature in a room. Building houses upon stilts is also encouraged if it allows the vegetation to grow freely under the building.

### 7.2. Site Orientation

Buildings should be oriented and sited to take advantage of sunlight and natural prevailing breezes so there is less reliance on non-renewable energy.

Use of the shade of the canopy of the existing trees and shrubs will reduce energy use for cooling.

## 8. Height

The height referred to is the distance between the average lot elevation and the peak of roof. If the first floor is elevated on columns, and the ground left natural, the distance is measured from the level of the first floor.

### ***Low density (large lot)***

The maximum permitted height is three stories (12 meters ) but only if the third level occupies only 50% of the total surface area of the building or 75% if the building is elevated on columns or stilts and less than 25% of the lower ground level is used as floor area. Any secondary building can only have a maximum height of 8 meters.

### ***Medium density (small lot)***

The maximum permitted height is 12 meters. Service equipment may also reach up to 12 meters in height and, whenever possible, must be screened and not be visible from the ground or from neighboring buildings.

### ***Condominiums, Retail, Commercial and Mixed Use lots***

The maximum permitted height is 12 meters with a maximum of three levels. Service equipment may reach up to 14 meters in height and must be disguised and not be visible from the ground or from neighboring buildings.

## 9. Facades

All facades, including roofs, must be finished, using shapes and materials that integrate into the environment and the rustic image of the whole. It is strictly forbidden to leave a construction overtly unfinished with visible non-natural materials.

No service installations can be visible on the facade, with the exception of ornamental rain water drains.

## 10. Colors

As in the case of the shape and materials, colors must blend into the environment.

## 11. Parking

There will be both communal and private parking. SacBe will provide common parking areas. There must be a designated parking area for visitors in all commercial and condominium areas.

## 12. Construction materials

SacBe encourages the use of materials and products that are non-polluting, nontoxic, renewable, sustainable and produced with low energy and low social costs.

The construction materials should be natural or have a natural appearance. Any concrete or other non-natural elements should be covered with either natural material or a texture using natural components. The use of grasses, twigs, stones, sand and other kinds of sediment is encouraged to give texture to walls and ceilings.

In the event that it is absolutely necessary to leave non-natural surfaces visible, this must have the approval of the Committee.

## 12.1. Recommended materials

### First choices:

- stone
- brick, tile, pottery
- earth
- straw bale
- wood, reeds and bamboo
- natural fibers
- canes and grasses

### Second choices:

- glass
- concrete
- plaster

### Third choices:

- aluminum
- metal
- plastic and
- Styrofoam (W-Panel)

## 13. Tree Protection Requirements

No trees having a diameter in excess of 6 inches at breast height may be cut except for those in the area of the building footprint.

If it is considered absolutely necessary to remove a tree or trees having a diameter in excess of 6 inches at breast height, written permission is required from the Design Review Committee. In addition, said tree or trees must be transplanted or replaced by trees that are 6 inches or grow to at least 6 inches.

Trees having a diameter between 3 and 6 inches in diameter at breast height shall be preserved to the extent reasonable. During construction, trees to be protected are to be so indicated by placing a conspicuous marker on the tree trunk, e.g., red rope, bright ribbon, etc.

## 14. Landscaping

The exterior work (planters, walkways, pools, ponds, gardens, rest areas, etc.) should, like the construction itself, blend in with the environment and be made with natural materials. It is not permitted to build solid walls higher than 1.5 meters to delimit the property boundaries. A wrought iron or a loose wood structure boundary wall that allows the air to flow freely can reach up to 2.5 meters. Living walls are recommended as long as they do not noticeably interrupt the flow of the wind.

#### **14.1. Species of Flora permitted**

The introduction of non-indigenous plant life is restricted. Express written permission from the Committee is needed to introduce plant species that are not native to the surrounding jungle.

#### **14.2. Swimming pools**

Swimming pools may be constructed. Treatment of water must exclude use of chlorines, bromines, acids and any other chemical substances that are considered harmful to the ground water sources. If such chemicals are used, all water must be contained and filtered or evaporated but in no event shall pool water be allowed to drain into the ground and contaminate the existing water table. Plans for natural swimming pools, which use no chemicals are available from the developer.

### **15. Construction**

#### **15.1. Duration and hours permitted**

The building of all structures shall be completed within twelve months from the commencement of construction.

Construction work may only take place between 7 am to 6 pm from Monday to Friday and 7 am to 2 pm on Saturdays. No construction work is permitted on Sundays.

#### **15.2. Noise**

Drilling, excavating and any other construction activity that causes excessive noise can only be performed between the hours of 9 am to 5 pm on Monday to Friday and 9 am to 2 pm on Saturday.

#### **15.3. Delivery of construction supplies and material**

Delivery of construction supplies and materials is only permitted between 7 am to 6 pm on Monday to Friday and 7 am to 2 pm on Saturday.

#### **15.4. Storage**

Temporary structures for storage of construction material must be kept neat and orderly and non offensive to the eye.

#### **15.5. Site condition and supervision during construction**

There must be an on site foreman present at all times during construction. All debris resulting from construction must be removed promptly from the site.

There must be a designated garbage area within the lot with recycling of building material where applicable. No workers are allowed to remain over night with the exception of one night watchman.

### **15.6.Sanitary conditions**

Adequate toilet facilities must be provided for workers for the duration of the construction. If worker camps are required, these must have adequate cooking facilities, toilets, showers, and designated garbage areas with separate containers for biodegradable and non-biodegradable waste.

### **15.7.Replacement of Flora**

All lot owners are strongly encouraged to replace all flora damaged or destroyed during construction

## **16. Service installations**

### **16.1.Electrical installations**

No connection to the municipal electrical network is planned. As such, the electricity supply is the responsibility of the homeowner.

The use of solar, wind power to create electricity is encouraged. Wind power will be allowed only on properties equal to 1 hectare or larger and properties for condominium developments and service applications. Generators are permitted but may not be used during “quiet time” hours indicated in the Community Bylaws.

### **16.2.Propane Gas**

Use of propane gas for appliances is allowed. Only storage tanks and installations certified by the applicable authorities may be used.

### **16.3.Wells**

For lots 440 square meters and larger a well will be drilled by Pueblo SacBe. For smaller lots, there may be a common well shared by a number of lots.

Wells for water supply are the sole responsibility of Pueblo SacBe. Any drilling of additional wells, whether on or off private lots, must have written permission from the Committee. The maintenance of wells and the owner’s pump will be the responsibility of the homeowner.

#### **16.4. Energy and water conservation**

Effort should be made in the design and construction to maximize energy conservation. This includes low flow/water saving faucets and toilets, using rainwater and grey water for watering gardens, natural ventilation instead of fans and air conditioning and the use of low voltage and fluorescent lighting.

#### **16.5. Sewage connections**

The community will utilize a combination of composting toilets, bio-digesters and artificial wetlands. All constructions must be connected to an acceptable sewage treatment system. No contaminated water of any kind can be released directly into the ground. Grey water can be released into the artificial wetland system directly or collected and used for irrigation of plants in an approved fashion. SacBe has architectural drawings on how to build the waste water systems, available to all lot owners.

#### **16.6. Buried Services**

Plumbing, electrical, communications and TV connections must be, whenever possible, underground and if not, they must be an inside walled-in conduit. Satellite TV is permitted with use of compact sized dishes only (large dishes are not permitted).

### **17. Signs**

Restrictions as to size, material and location will apply to signage installed during construction and for commercial properties. The Committee must approve all signs. No signs may be placed on empty lots or common areas.

### **18. Lighting**

Exterior lighting must be indicated on all submissions for approval. Exterior accent or safety lighting for residences and commercial development shall be directed downward. Extensive mounting heights will be discouraged and may be prohibited at the discretion of the Committee. Exterior area lighting shall not be directed toward neighboring structures.

### **19. Archaeological Sites**

All archaeological objects belong to the Mexican government and must be treated in accordance with the law. In accordance with Mexican law, no construction can be erected within a specified distance of the archaeological site, depending on the size and importance of the ruin.