

MEYERLAND ARCHITECTURAL CONTROL COMMITTEE

4999 West Belfort
Houston, TX 77035

Phone: 713-729-2167

FAX: 713-729-0048

APPLICATION CHECKLIST

Please submit the following items with your application. Failure to include all information may result in delay of processing your application. Additional information may be requested by members of the committee at their discretion.

Whenever possible, please submit scaled drawings and actual samples or manufacturer product information to indicate the actual product or material to be installed.

New Construction

Construction Application

Survey - must recent, within 12 months of application, to show location of all existing structures.

Elevation Certificate

Lot coverage percentage – indicate total lot area, total hard surface (include new construction), total percent coverage

Architectural plans must include the following:

- Site plan: locate proposed structure(s), indicate location of all trees to remain, to be removed and replaced. Identify all building lines and easements as defined by the plat and corresponding deed restrictions. Show new or and existing fence.
- Grading plan: show proposed drainage plan.
- Exterior Elevations: indicate height of finished floor, total structure height.
- Roof Plan: indicate shingle selection and color per roofing guidelines.

Indicate all exterior materials to be used. Actual samples may be requested.

Paint samples are required.

Major Renovation (over \$50,000)

Construction Application

Survey

Elevation Certificate (for ground floor additions)

Lot coverage percentage – (for ground floor additions) indicate total lot area, total hard surface (include new construction), total percent coverage

Site plan – Identify location of proposed construction, all building lines and easements as defined by the plat and corresponding deed restrictions.

Exterior Elevations – show height of structure and identify all exterior materials to be used

Paint samples are required

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Minor Renovation (under \$50,000)

Construction Application

Requirements vary with the type of project. You must submit the actual product being installed, not a likeness.

Examples: New front door or windows – submit photo or manufacturer's product info
New siding – Name of product or type of siding to be used, paint samples
Window Replacement – manufacturers product info and frame color

Accessory Building

Construction Application

Survey – Identify location of existing structures, easements, etc.

Site Plan – identify location of proposed structure, all building lines and easements as defined by plat and corresponding deed restrictions.

Exterior Elevations – show height of structure and identify exterior materials and colors to be used (provide actual paint samples)

Demolition

Demolition Application

Pool

Construction Application

Survey – identify location of existing structures, location of existing trees and those to be removed

Lot coverage percentage– indicate total lot area, total hard surface (include new construction), total percent coverage

Site Plan –

- Identify location relevant to all building lines and easements as defined by plat and corresponding deed restrictions.
- Identify deck material and extent of deck
- Identify location of pool equipment
- Identify proposed drainage

Roof

Roof Application

Copy of roofing contractor proposal

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Fence

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Survey – identify extent and location of fence

Identify fence material to be used (include drawing or photo if other than wood)

Identify height of fence

Landscape

Construction Application

Plan – show proposed new landscaping. Indicate height of all non-plant materials.

Walk/Drive Modification

Construction Application

Survey – identify location of existing and proposed structures, location of existing trees and those to be removed

Lot coverage percentage – (not required if replacing in existing location only) indicate total lot area, total hard surface (include new construction), total percent coverage

Painting

Construction Application

Two samples of proposed paint colors (manufacturer color card is preferred)