

# MEYERLAND ARCHITECTURAL CONTROL COMMITTEE

4999 West Bellfort

Houston, TX 77035

Phone: 713-729-2167

FAX: 713-729-0048

## CONSTRUCTION APPLICATION INSTRUCTIONS

In an effort to protect each individual homeowner's rights and property values, it is required that ALL EXTERIOR improvements must have the written approval of the Architectural Control Committee **prior to initiating the work.** This includes but is not solely limited to roofs, driveways, sidewalks, pools, fences, additions to the original dwelling, accessory buildings, window replacement, painting, and landscaping.

### **Before you apply for approval of your project:**

Read your deed restrictions for guidelines that may affect your project. There are 22 deed restrictions for the different sections of Meyerland and each one may differ from the others in various ways. To find the restrictions governing your property, please visit our website at [www.meyerland.net](http://www.meyerland.net) or contact the office at 713-729-2167.

### **PLEASE ALLOW AT LEAST 10 DAYS FOR PROCESSING AND APPROVAL OF YOUR PROJECT**

#### Application Preparation and Submittal:

1. The following items must be submitted for review by the Meyerland Architectural Control Committee:
  - \_\_\_\_\_ Completed Application
  - \_\_\_\_\_ Required fee, based on your project
  - \_\_\_\_\_ Two copies of required documentation for the project for which you are requesting approval. (see the application checklist which lists required items)

*\*\*\*Failure to provide all required materials will delay processing of your application\*\*\**
2. The application must be submitted and signed by the property OWNER. A contractor or architect may assist you in the preparation of plans or documentation for your project, but the OWNER is responsible for the application.
3. A City of Houston building permit must be obtained for your project prior to beginning the work.
4. Deliver or mail your application to the MCI office located at 4999 West Bellfort, Houston, TX 77035.  
Office Hours are Mon-Thurs 9:00am – 2:30pm and Fri 9:00am – noon. There is an MACC after-hours drop box at the office gate if you are unable to visit us during office hours. Please notify us via email or phone if you leave an application in the MACC box.
5. Once an application is approved, any change to the project must be submitted and approved by the MACC.
6. If you have questions or require additional information, the office staff will be happy to assist you. Call the office at 713-729-2167 or via email at [macc@meyerland.net](mailto:macc@meyerland.net)

#### **Meyerland Architectural Control Committee**

An independent Group Organized in 1954 under the  
Laws of Texas to Enforce Meyerland Subdivision Deed Restrictions

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Houston, TX 77035

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## CONSTRUCTION APPLICATION

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

Address: \_\_\_\_\_ Mail Address: \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Construction Dates: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Briefly describe your project: \_\_\_\_\_

Indicate reason for your application:

___ New Residence	\$450	___ Painting	\$20
___ Major Renovation (over \$50,000)	\$80	___ Landscape	\$20
___ Minor Renovation (under \$50,000)	\$30	___ Roof	\$20
___ Demolition	\$20	___ Fence	\$20
___ Walk/Drive/Paving	\$20	___ Accessory Building	\$20
___ New Pool	\$50	___ Other	Fee TBD _____

***All checks or money orders need to be made payable to MCIA***

Your application will not be considered until all required documentation and the appropriate fee is submitted. Additional information may be requested by members of the committee at their discretion.

I understand that the Committee will act on the request as quickly as possible and contact me regarding its decision. I agree NOT TO BEGIN THE PROPOSED PROJECT until the Committee notifies me of its approval.

Owner Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

This committee's approval is for compliance with the deed restrictions and architectural harmony with the neighborhood. No opinion is expressed as to the structural integrity or adherence to City of Houston Building Codes.

***This application and 1 set of all information submitted will be retained by MACC***  
***MACC Application approval is given for 6 months. Please notify the office of delays.***

For Office Use:	_____ Date received
	_____ Fee Received _____ Check #
	_____ Account #
	___ Lot ___ Block ___ Section

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