

**MEYERLAND COMMUNITY IMPROVEMENT ASSOCIATION**

**4999 West Bellfort Houston, TX 77035**

**PHONE: 713-729-2167 Fax: 713-729-0048**

**MAINTENANCE AND ROUTINE PROJECTS**

Lot Owner: \_\_\_\_\_

Lot Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

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

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

Proposed Project Start Date: \_\_\_\_\_ Anticipated Duration of Project: \_\_\_\_\_

**Proposed Project(s):**

- |   |  |
|---|--|
| <input type="checkbox"/> Hardscape (Patio, Walk, Drive, Paving) | <input type="checkbox"/> Accessory Building or Playscape |
| <input type="checkbox"/> Painting/Exterior Color of Structures  | <input type="checkbox"/> Window Replacement              |
| <input type="checkbox"/> Landscape                              | <input type="checkbox"/> Fence                           |
| <input type="checkbox"/> Roof                                   | <input type="checkbox"/> Miscellaneous: _____            |
| <input type="checkbox"/> Solar Energy Panels                    |  |

*\*Requirements for each item vary. Please see list of required documentation below and on following pages. Additional information may be requested at committee discretion. Your application will not be considered until all required documentation and the appropriate fee as designated by MCIA Policy or committee request is submitted.*

**Submit the following items for review, based on your project:**

Hardscape and Patio Replacement:

- Survey or site plan of property indicating area to be repaired/replaced/installed.
- Impervious Coverage Calculation is required for anything other than public sidewalk replacement.
- For public sidewalk replacement, a City of Houston permit is required. *City of Houston Ordinance requires new sidewalks to be installed at a width of 5 feet. A variance may be available to replace sidewalks at the current 4-foot width dependent upon property location. Please request information from MCIA regarding variances.*

Painting/Exterior Color of Structures:

- Two samples of each proposed paint color. The term paint as used herein, shall include, but is not limited to paints, stains, other coloring/tinting materials/products and pre colored materials.
  - Submittal of actual paint samples in the form of a manufacturer’s paint card is acceptable. Indicate location of each color: body, trim, door, etc.
- OR
- If painting the same color, submittal of a photo showing the current color of structure to be painted may be acceptable.

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### Landscape:

\_\_\_ Landscape plans

\_\_\_ Impervious coverage calculation for entire property if there are walkways or hardscape being installed.

\_\_\_ Site plan for tree removal or addition – indicate location and size of all trees existing on the lot.

*\*\*\*Removal of a tree between the sidewalk and street requires approval from the City of Houston. \*\*\**

### Fence:

\_\_\_ Survey or site plan of property indicating the location of new fence/gate to be installed or repaired/replaced.

\_\_\_ Description, sketch or photo describing the proposed fence, including height, materials, orientation, and color.

### Accessory Building or Playscape:

\_\_\_ Survey or Site Plan – Identify location of existing and proposed structures, easements, etc.

\_\_\_ Indicate exterior materials – provide drawings or a manufacturer's product information sheet for a prefab building. Overall size and total height of structure must be indicated. Identify exterior materials and colors to be used. (Actual color samples may be requested)

### Window Replacement:

\_\_\_ Indicate type and location of windows being installed. Photo or sketch is required if special mullions or other design is proposed.

\_\_\_ Indicate new frame color. A color sample may be required for any colors which are not white and beige.

### Roof:

\_\_\_ Roofing contractor proposal indicating the type of roof and shingle to be installed, along with manufacturer's warranty information.

*\* A physical sample of the roofing material is not required unless specifically requested.*

The Board has established rules for new and replacement roofing materials. Your new roof must meet or exceed these rules:

#### Asphalt Shingles:

1. ONLY laminated asphalt shingles with a minimum 30 year guarantee by the manufacturer will be permitted.
2. 3-Tab shingles may not be installed on any roof.
3. Acceptable colors generally include shades such as tan, brown, gray or black. White and highly reflective roofs are not permitted on any structure.

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4. Submit manufacturer's information and color selection for the roof you propose to install.

### Metal Roofs:

1. Residential-type Concealed Fastener and Standing Seam metal roof panels in 12"-24" wide profiles are permitted. 26 gauge minimum
2. Submit proposed profile and color selection for final approval.
3. Exposed fastener profiles such as Corrugated, R-Panel and U-Panel are not an acceptable roofing material on any residence, garage, or other substantial structure as decided by committee reviewing application. Acceptable colors generally include shades such as tan, brown, gray or black. White and highly reflective roofs are not permitted on any structure.

### Flat (or low slope) roof:

1. Submit manufacturer's information and color selection for the roof you propose to install.
2. Acceptable colors include shades such as tan, brown, gray or black. White and highly reflective Built-up roofs are not permitted on any structure.

### Clay Tile:

1. Submit manufacturer's information and color selection for the roof you propose to install.

### Solar Energy Panel:

\_\_\_ Detailed contractors bid including: colors, materials, installation method, and energy production specifications.

\_\_\_ Roof plan indicating the location, pattern, and orientation of proposed panels.

\_\_\_ MCIA policy can dictate location, color, materials, and installation method of solar panels as per state law.

**All construction or renovation work planned within Meyerland must follow the corresponding Deed Restrictions and MCIA Policies for the Section in which the property is located, as well as the Architectural rules set out below, unless said rules conflict with appropriate deed restrictions and/or MCIA policies, in which case deed restrictions and MCIA policies shall take precedence.**

1. Chain link construction fence with solid color screening is required during any major construction.
  - a. Fences must be locked if workers are not present.
  - b. Fences, including gates, should not block the public walkway.
  - c. Appropriate demolition barriers must be installed within the 48 hour period prior to commencement of work and must be removed 72 hours after demolition is complete.  
For more information about appropriate demolition barriers, please contact the office.
2. Port-a-toilets must be placed with door facing the rear of the property, not facing the street. They must also be fence separately on three sides obscuring their view from the street.
3. Dumpsters must be placed on property – not in the street. Site is to be kept free of trash, debris and excess equipment. In lieu of a dumpster, regular refuse removal is required.

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- 4. All new home construction requires the installation of a new sidewalk and driveway.
  - a. For major renovations, refer to the Meyerland Impervious Coverage Policy.
  - b. Corner lots are required to install ramps as required by City ordinance.
- 5. Street and sidewalk must remain free of dirt, mud, and debris.
- 6. Construction and work hours is as follows:
  - a. Monday through Friday: Work may begin no earlier than 7:00am and cease no later than 8:00pm.
  - b. On weekends, work may begin no earlier than 9:00am and cease no later than 9:00pm.
- 7. Owner/Builder is required to follow all City of Houston and other governmental ordinances in the process of construction.
- 8. The entire lot, including the area between the sidewalk and the street must be maintained. This includes mowing, edging, weed eating, and the removal of shrub and tree debris. Lots are expected to remain neat and attractive – even during construction.
- 9. Only one (1) sign is permitted on the lot for the builder and contractor. Additionally, only one (1) realtor, for sale, or for lease sign is allowed per property.
  - a. Sign must be ground mounted, located between the home and the sidewalk, and be no larger than five (5) square feet. Please refer to the MCIA sign policy for more information.

**If you have any questions regarding these rules, contact the office at 713-729-2167 or via our website at [www.meyerland.net](http://www.meyerland.net) .**

I understand that the Committee will act on the request as quickly as possible and contact me regarding its decision. This committee’s approval is for compliance with the deed restrictions, MCIA policy, and architectural harmony with the neighborhood. No opinion is expressed as to the structural integrity or adherence to governmental statutes, regulations, and codes, including but not limited to City of Houston Building Codes. Committee Application approval is given for 6 months; please notify the office of any delays. **I agree NOT TO BEGIN THE PROPOSED PROJECT until the Committee notifies me of its approval.**

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

For Office Use: Date: \_\_\_\_\_ Acct#: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Sect: \_\_\_\_\_