

MEYERLAND COMMUNITY IMPROVEMENT ASSOCIATION

4999 West Bellfort Houston, TX 77035

Phone: 713-729-2167 FAX: 713-729-0048

New Home Construction Packet

Congratulations on building a new home in Meyerland! This information is assembled to assist you with the process.

Steps in the New Construction Process:

1. Determine your section and read all applicable deed restrictions and association policies.
2. Meet with our architectural liaison.
3. Once plans have been drawn by your builder or architect, apply for Meyerland approval. This should be done before engineering or submittal to the City of Houston.
4. Once approved by Meyerland, submit to the City of Houston for approval.

All approvals by the MCIA are conditional upon receipt of required documentation such as copies of City approvals, form surveys, elevation surveys, and final survey, and/or additional requirements which may apply to your particular project. These conditions are in place to ensure that the final project matches what was originally approved by MCIA. It is the sole responsibility of a lot owner to know, understand, and comply with the rules governing their lot.

Exceptions to obtaining written approval are specified in appropriate Deed Restrictions and/or MCIA Policy. It is the sole responsibility of the lot owner to know and understand when written approval or notice of work is required prior to beginning any work/modification to or on a lot or structure located on said lot as well as to ensure compliance to all association rules and policies. The MCIA shall have no liability for completion of any structure or an alteration of, or addition to any structure or lot. The start of such work, prior to Committee approval, shall not constitute a defense to any suit for enforcement of requirements and the Board, on behalf of the MCIA, shall be entitled to enjoin further construction or modifications and to require the removal or correction of any work in place. The Board, review committee, or MCIA staff shall have no liability as to any enjoinder of further construction or modifications, or for the removal or correction of any work in place which was not approved by the Committee.

If, after you have read through this packet, your deed restrictions, and the MCIA policies and you still have questions, we are happy to help. You may contact the Meyerland office by phone at 713-729-2167 during office hours or via email at office@meyerland.net. You may also find additional information at www.meyerland.net.

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NEW RESIDENCE CONSTRUCTION APPLICATION

Owner Name: _____

Address: _____ Mail Address: _____

Telephone: Business: _____ Home: _____

Email Address: _____

Proposed Construction Dates: Begin: _____ End: _____

Submit the following items for review of your project:

- _____ Processing fee: per MCIA Policy
- _____ Property Survey (within the last 12 months): Survey must indicate all existing structures.
- _____ Elevation Certificate
- _____ Plans: All submitted plans must be on 11x17 paper. If necessary, full size plans may be requested.
- _____ Site plan:

- . Identify all Building Lines (side, front and rear) and Easements. Locate and label all proposed structures.
- . Indicate distance of steps from building line.
- . Indicate all existing trees, indicating which trees you are proposing to remove. Any and all proposed replacement trees must also be noted along with the proposed caliper.
- . Locate A/C Units and any other exterior equipment
- . Show existing or new fences with height, orientation, and material indicated.
- . Impervious coverage calculation.
- . Must indicate installation of new sidewalks and driveways, along with dimensions as per MCIA policy.

_____ Grading Plan: In lieu of a grading plan, indicate Type A drainage in notes.

_____ Exterior Elevations must include:

- . Height of home must be shown with the following measurements:
 - o Grade to BFE
 - o BFE to MFPE
 - o MFP to Finished Floor – if same, indicate Finished floor/MFPE
 - o Overall height from MFPE to highest most roof peak.
- . Location of flood vents
- . A/C Units and Platform height
- . All exterior materials and their locations on the structure.
- . A masonry calculation is required for most sections.
- . Location of house numbers as per MCIA policy.

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_____ Roof Plan

- . Indicate roof type/shingle selection (mfg., line, warranty type) and proposed color.
- . See the MCIA Roof Policy for more information.

_____ Design plan is required. Color pictures of all proposed exterior materials and colors are required. Actual samples may be requested at committee discretion.

_____ Signed copy of MCIA Construction Rules

Your application will not be considered until all required documentation and the appropriate fee is submitted. The construction application and acknowledgement of construction rules must be received with the homeowner's original signature. 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.
*Committee Application approval is given for 6 months. Please notify the office of delays.***

Owner Signature: _____ Date Submitted: _____

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.

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Construction Rules

All construction or renovation work planned within Meyerland must adhere to the corresponding Deed Restrictions and MCIA Policies for the Section in which the property is located, as well as the construction 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.

No work may commence prior to receiving approval by the appropriate review committee.

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 open inward – towards the home – to 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 if not behind a screened construction fence as described above.
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, refuse containment is required and monthly removal, at minimum, must occur.
4. All new construction requires the installation of a new sidewalk and driveway.
 - a. 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 7:00 A.M. and cease no later than 8:00 P.M.
 - b. On weekends, work may begin no earlier than 9:00 A.M. and cease no later than 9:00 P.M.
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.

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- 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.

Owner Signature: _____ Date: _____

For Office Use: Date: _____ Acct#: _____ Lot: _____ Blk: _____ Sect: _____
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