

Architectural Services Coordinator FAQs

1. What projects require approval?

- All exterior work done on your property requires written approval before the work begins unless applicable Deed Restrictions or other MCIA documents specifically state otherwise. Approval is required for both modifications to the lot and structures on the lot, including, but not limited to, demolition, painting, roof repair or replacement, fences, sidewalk and driveway replacement, patio or deck, door/window replacement, installation or renovation of a pool, accessory building, addition of living space, landscaping, and construction of a new home. Revisions to an approved application must be further approved prior to any revision work being started.

2. How long does the application process take?

- Timeframes vary per projects type. Typically, Maintenance and Routine Projects, Demolition, and Revision applications are reviewed in 7-10 business days. Elevation and New Construction applications are reviewed in 30 days. If we are able to review applications sooner, we will.

3. How can I submit my application?

- a. Through the website portal
- b. Email directly to jasmine@meyerland.net
- c. In person drop off at the office (drop box located outside the front office door).

4. How do I know what documentation I need to submit for my project(s)?

- a. Each application has a checklist listed for every project. These items are required for the project(s) to be reviewed. Additional questions can be submitted to the architectural services coordinator.

5. What are the costs associated with applying?

- a. New Construction fee—\$1,000.00. This is nonrefundable. If your application is denied, you will not be required to submit this fee again. However, if your application expires, the fee will have to be submitted again for your new construction application to be re-reviewed.
- b. Major Projects fee—\$500.00. Same disclaimer above applies.
- c. New Construction Deposit—\$5,000.00. For more information see the New Construction Deposit Policy: <https://meyerland.net/wp-content/uploads/2022/10/New-Home-Construction-Deposit-Policy-.pdf>
- d. Maintenance & Routine Projects, Revision, and Demolition applications have no cost associated with their review.

Architectural Services Coordinator FAQs

6. What are my options if my application is denied?

- a. Appeal your decision to the Board of directors who will review the appeal and decide whether to uphold or veto the committee's decision.
- b. Revise your plan and resubmit.

7. Where can I go for more directions on what is/is not allowed?

- a. Modifications Packet: <https://meyerland.net/wp-content/uploads/2022/04/Modification-Pkg-4.20.22-1.pdf>
- b. Your section's Deed Restrictions: <https://meyerland.net/deed-restrictions/>
- c. Construction-related policies: <https://meyerland.net/deed-restrictions/policies/>
- d. Meet with the architectural services coordinator: <https://mciaplanreview.youcanbook.me/>

8. Can I meet directly with the review committee to discuss my project?

- a. Unfortunately, the committee does not meet with homeowners. However, you are welcome to submit a letter for the committee to read when they review your application.

9. How will I receive my application response?

- a. Your application receipt and response will come via email from the architectural services coordinator. If you have questions about your application response, please email jasmine@meyerland.net

10. What happens if I do work without approval?

- a. Meyerland has a compliance process for work without approval. Initially, you will receive a compliance violation and if left unaddressed, you risk the compliance process being escalated and this could have significant consequences monetarily and legally.

11. If I purchase a home in Meyerland, am I required to elevate my home?

- a. Elevation is not a Meyerland requirement, however; new homeowners who plan to renovate or demolish their home and the renovation exceeds more than 50% of the value of their home, should contact the **City of Houston Floodplain Management Office** for elevation requirements. They can be reached at (832) 394-8854.