

## 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 [jasmine@meyerland.net](mailto:jasmine@meyerland.net). You may also find additional information at [www.meyerland.net](http://www.meyerland.net).

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**NEW RESIDENCE CONSTRUCTION APPLICATION**

Owner Name: \_\_\_\_\_ Builder/Developer: \_\_\_\_\_

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

Cell/Home: \_\_\_\_\_ Builder: \_\_\_\_\_

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

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

Submit the following items for review of your

project:

\_\_\_\_\_ Processing fee and New Home Construction Deposit: per MCIA Policies

\_\_\_\_\_ Property Survey (within the last 12 months): Survey must indicate all existing structures.

\_\_\_\_\_ Elevation Certificate

\_\_\_\_\_ Plans: All submitted plans electronically via email with PDF, dropbox or zip file link.

\_\_\_\_\_ 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/DFE
  - o MFPE/DFE to Finished Floor – if same, indicate Finished floor/MFPE
  - o Overall height from MFPE/DFE 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.

## Construction Rules

*Please read through the following construction rules, initial at the end of each page, and sign at the end of the document as your pledge to adhere to the rules during construction.*

### Approval for Site and Structure Work.

No site or structure work (even of a temporary nature) may commence prior to receiving written approval from the appropriate MCIA review committee and MCIA's receipt of this Amended and Restated Construction Rules Policy signed by the applicant/lot owner.

### Deed Restrictions and Policies.

All construction or renovation work planned within the Community must follow the corresponding Deed Restrictions and all MCIA policies and/or rules for the section of the Community in which the property is located, as well as the construction rules set out herein, unless such, policy or policies are in conflict with the Amended and Restated Construction Rules Policy, in which case the terms of the Amended and Restated Construction Rules Policy will control. In the event that the Amended and Restated Construction Rules Policy is in conflict with any applicable Deed Restrictions, the Deed Restrictions will control.

### Violation of Construction Rules.

A violation of any applicable Deed Restrictions, MCIA policies and/or rules, including but not limited to these Amended and Restated Construction Rules may lead to the Board or the appropriate MCIA review committee rescinding MCIA approval, in which case re-submission will be required, which may include an **additional submission fee**. In addition, the Board may pursue any and all remedies available to the Association under the applicable Deed Restrictions, other MCIA documents and Texas law, which may include but is not limited to immediate stoppage of work on the subject lot and legal fees being charged to lot owner.

### Specific Rules.

1. Governmental Authority.

The lot owner, the builder and all contractors are responsible for following all governmental laws, ordinances, rules, codes, regulations and similar during any and all phases of the construction process.

2. Adjoining Lots.

No work shall take place on, nor any equipment or materials be placed on (even temporarily) any adjoining lot not owned by the applicant.

3. Construction and Work Hours.

a. Monday through Friday. Exterior work may begin no earlier than 7:00 A.M. Central Standard Time and must cease no later than 8:00 P.M. Central Standard Time.

b. Weekends. Exterior work may begin no earlier than 9:00 A.M. Central Standard Time and must cease no later than 9:00 P.M. Central Standard Time.

4. Final Survey.

A final survey, including all areas of the lot as well as areas to the curb, of any new home construction is required on or before forty-five (45) days of the earlier to occur of the following: (i) all approved hardscape is complete; (ii) sod has been laid, or City of Houston ("COH") grading inspection has been done. Lot owner may request, from the appropriate MCIA review committee, an extension of time, which shall only be considered granted if approved in writing by said committee.

**Owner Initial:** \_\_\_\_\_

5. Project Completion/Timing.

MCIA approved projects (approved by the appropriate MCIA review committee) must be completed within the below time limits. The appropriate MCIA review committee may, but is not required to, grantan extension for good cause, as determined by the appropriate MCIA approval committee, in its sole and absolute discretion. It is the sole responsibility of the lot owner to request, in writing, an extension of time tocomplete the project, and receive approval from the appropriate MCIA approval committee, prior to end of prescribed time limit.

a. New Home/Dwelling Construction:

- i. Construction, including construction currently in progress as of the Effective Date, must be completed as applied for and approved by the appropriate MCIA review committee within twenty-four (24) months from written approval by the appropriate MCIA review committee.
- ii. Notwithstanding item 5.a.i. above, construction approval granted by the appropriate MCIA review committee prior to February 1, 2020, must be completed as applied for and approved by the appropriate MCIA review committee within six (6) months from the Effective Date.

b. Elevation/Raising of Existing Home/Dwelling.

- i. Construction, including construction currently in progress as of the Effective Date, must be completed as applied for and approved by the appropriate MCIA review committee within eight (8) months from written approval by the appropriate MCIA review committee.
- ii. Notwithstanding item 5.b.i. above, construction approval granted by the appropriate MCIA review committee prior to June 1, 2021, must be completed as applied for and approved by the appropriate MCIA review committee within six (6) months from the Effective Date.

c. Other Projects.

- i. Construction, including construction currently in progress as of the Effective Date, must be completed as applied for and approved by the appropriate MCIA review committee within six (6) months from written approval by the appropriate MCIA review committee.
- ii. Notwithstanding item 5.c.i. above, construction approval granted by the appropriate MCIA review committee prior to June 1, 2021, must be completed as applied for and approved by the appropriate MCIA review committee within six (6) months from the Effective Date.

6. Signage.

As per the MCIA Sign Policy, as supplemented, amended, and amended and restated from time to time.

7. Construction Fence.

- a. Chain link construction fence with solid color screening is required during any major construction (major construction will be determined by the appropriate MCIA review committee, in its sole discretion).
- b. Gates must be locked, and site secured if workers are not present.
- c. Fences and gates, including open gates, may not be left open and/or block the public walkway, or cross into adjacent lots.

**Owner Initial:** \_\_\_\_\_

8. Demolition Barriers.

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 Association's management office.

9. Site Drainage.

All site drainage must be directed away from adjoining lots and properties and be directed to the street. A silt fence must be placed on the street side of the property, excluding the driveway area.

10. Site Maintenance.

- a. Street and sidewalk must remain free of dirt, mud, and debris.
- b. Vegetation must be controlled for the entire lot and the area between the sidewalk and the street. This includes mowing, edging, weed trimming around trees and structures, and the removal of shrub and tree debris. Lots are to remain neat and attractive during construction, even for areas behind a construction fence.
- c. Site is to be kept free of trash and debris (construction or other types). Trash and debris may be temporarily contained in a refuse container.
- d. Excess and/or non-relevant equipment and materials shall be removed from lot.

11. Refuse Storage.

Any containers for refuse, including but not limited to dumpsters, must be placed only on lot owner's lot (not in public right of way such as street or sidewalk) and not on any adjacent lot not owned by applicant.

Regular refuse removal is required. All trash and debris must be contained within a refuse container.

12. Restroom Facilities.

Port-a-toilets and similar facilities must be placed with door facing the rear of the property (i.e. not facing the street). They must also be fenced separately on three sides obscuring their view from the street if not behind a screened construction fence as described above.

13. New Sidewalk & Driveway.

All new home and elevation of existing home construction requires the installation of a new sidewalk and driveway unless written exception is granted by the appropriate MCIA review committee. All sidewalks and ramps must meet COH regulations.

**Limiting Authority, Waiver and Disclaimer.**

In no instance or manner should this Amended and Restated Construction Rules Policy be interpreted as limiting or restricting any rights, powers or authority held by the MCIA and/or related committees.

In no instance or manner should this Amended and Restated Construction Rules Policy be interpreted as a waiver of future approvals. Approval of any/all projects does not inherently imply approval to subsequent projects or lot owner revisions to approved projects.

MCIA, the Board, the MCIA review committees, their agents, and any members thereof shall not be responsible for the structural or other defects of any kind or nature whatsoever in any plans, specifications, or documents submitted for approval, and/or improvements/modifications constructed or made as a result

**Owner Initial:** \_\_\_\_\_

Of plans, specifications, or documents submitted to the Board, the appropriate MCIA review committee. Lot owners are responsible for the safety and quality of the improvement constructed, made, or erected by, or for, said lot owner. No approval of plans specifications or documents may be construed as representing or implying that, if followed, the applicable structure will comply with the applicable Deed Restrictions, this Amended and Restated Construction Rules Policy, or other applicable legal requirements, or as to any matters relating to the health, safety, workmanship or suitability, for any purpose, of the structure.

**By signing this document, I hereby agree to fully abide by this document AND the MCIA Construction Rules Policy.**

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

For Office Use: Date: _____ Acct#: _____ Lot: _____ Blk: _____ Sect: _____
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*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).*