



WILLOW MEADOWS CIVIC CLUB, INC.

**APPLICATION PACKAGE FOR ARCHITECTURAL REVIEW
BY THE
WILLOW MEADOWS
ARCHITECTURAL CONTROL COMMITTEE**

CONTENTS

APPLICATION FOR ARCHITECTURAL REVIEW.....6 pages, all required

- Property Owner Contact Information
- Architect Contact Information (if any)
- Contractor Contact Information (if any)
- Property Modification Checklist
- Owner Attestation
- WMCC Action
- Owner/ Builder Agreement

GENERAL INSTRUCTIONS (Retain for Reference)..... 3 pages

- Introduction
- Architectural Review Purpose
- When Required
- Process
- WMCC Architectural Review Submittals
 - Initial Submittal
 - Building Corner Survey
 - Building Height Certificate

ADDITIONAL INFORMATION FOR OWNER’S USE 5 pages

- Architectural Review Checklist (for Most Projects)
- Building Height Certificate
- WMCC Sidewalk Variance Letter
- City of Houston Declaration
- Additional Links to City of Houston and Other Agency Requirements



WILLOW MEADOWS CIVIC CLUB, INC.

APPLICATION FOR ARCHITECTURAL REVIEW

Please PRINT or TYPE

Date:

Project Name:

Property Address:

Lot No.: Block No.: Section No.:

Assessor's Parcel Number (APN) (<http://hcad.org/property-search/real-property/>):

Property Owner Contact Information

Name:

Street Address:

Work Phone:

Cell Phone:

e-mail:

Architect Contact Information (if any):

Name:

Company:

Address:

Work Phone:

Cell Phone:

e-mail:

Contractor Contact Information (if any):

Name:

Company:

Address:

City, State, Postal Code:

Work Phone:

Cell Phone (on-site contact):

e-mail:



WILLOW MEADOWS CIVIC CLUB, INC.

I request the Willow Meadows Architectural Control Committee to review the following modifications to the property. (Please check all that apply to the project).

x	Type	x	Type	x	Type	x	Type
	Addition, 1-story		Lift Existing House		Carport		Sidewalk
	Addition, 1½-story		New House (2½ story max)		Outbuilding		Patio cover
	Addition, 2-story		Garage, Attached		Fence		Pool or spa
	Addition, 2½-story		Garage, Detached		Porch		Satellite Dish
	Other (describe)						

Please provide a brief description of the scope of the work:

By checking the boxes below, please indicate the required drawings and other information for the project provided with this application form.

- Application Fee, payable to **Willow Meadows Civic Club, Inc.** Fees are charged to help defray costs associated with the management of the architectural review process. Fees are as follows:
 - New Construction \$500
 - Elevating (Lifting) Existing Structures \$350
 - Additions \$200
 - All Others \$100

The following items shall be submitted in Portable Document File format (*.pdf):

- Property Survey by Registered Professional Land Surveyor. Include property lines, recorded setbacks, easements and topography (spot elevations--existing and new).
- FEMA Elevation Certificate. Provide completed FEMA Form 086-0-33 revised 7/2015, or latest edition. Include both 100 yr. and 500 yr. Base Flood Elevation (BFE) information. 100-yr. BFE is current deed restriction basis; 500-yr. BFE is pending City of Houston adoption 9/2018 and will not be enforced until adopted.
- Site Plan, showing all required setbacks and easements and the location of project improvements with respect to these lines.
 - Indicate and dimension all roof overhangs over setbacks.
 - Indicate total lot area in square feet.
 - Indicate area of residential dwelling and separate areas for garages, porches, carports, patios, decks and breezeways, in square feet.
 - Indicate total residential building coverage on the lot, not to exceed 40% of lot size, exclusive of detached garages, porches, patios, decks and breezeways.
- Floor Plans
 - Indicate garage parking for 2-3 cars.



WILLOW MEADOWS CIVIC CLUB, INC.

(Continued next page)

- Building Elevations, including:
 - Approximate line of natural (existing) grade and approximate line of proposed finished grades.
 - Line of 100-year Base Flood Elevation (BFE).
 - Line of 500-year Base Flood Elevation (BFE), as may be required by City of Houston.
 - Line of Finished Floor (minimum 1 foot above BFE, for 100-yr flood plain and minimum 2 feet above BFE for 500-yr flood plain).
 - Dimensioned Height from BFE to highest roof ridge or peak (35 ft. max).
 - Include a summary in table form, arranged by building elevation, of the total wall surface area (SF) and the extent of required materials (SF) for both house and garage. Include a total for the entire project on the primary building elevation sheet, showing compliance with the 51% rule. It is the intent of the deed restrictions that required facing materials (brick, stone, stucco, etc.) be harmoniously arranged.
- Indicate roofing material and color. Provide manufacturer's data summary sheet (cut sheet).
- Indicate location and type of all exterior light fixtures. Provide cut sheets.
- WMCC Owner/Builder Agreement signed and dated by Owner and Contractor. The initial Architectural Review application may be made without the Contractor's signature; however, the completed form must be submitted before the start of construction.

All proposed modifications shall be approved before work is started.

The information submitted as part of this application is reviewed for deed restriction approval only. The requirements of the City of Houston and other requirements of authorities having jurisdiction may govern the use of your property or placement of a home or garage on your property.

The Owner shall be solely responsible for compliance with all WMCC regulations. The Owner(s) may wish to consult with their professional building team, attorney, the City of Houston and Harris County for any additional regulations governing your property.

By signature below, the Owner attests and confirms the following statements of fact:

1. I represent and warrant that the proposed improvements comply with all applicable provisions in the Willow Meadows Deed Restrictions.
2. I understand that approval by the Willow Meadows Architectural Control Committee (ACC) in no way relieves me from compliance with or otherwise acts as a waiver of the Willow Meadows Deed Restrictions.
3. I represent and warrant that the proposed improvements will conform and be in harmony with the existing neighborhood surroundings and that the type and quality of materials



WILLOW MEADOWS CIVIC CLUB, INC.

involved will be in conformity with that of the existing structure and the surrounding structures.

4. I understand that it is my responsibility to conform to any city, state, federal or any agency building codes and ordinances that apply to this improvement and that approval by the ACC shall in no way be construed as a waiver of such.
5. I understand that the Willow Meadows Civic Club, Inc., its officers, directors, agents, and members (including the ACC) shall in no way be liable or responsible for any latent or patent deficiencies in proposed design, materials or craftsmanship. I release and hold harmless Willow Meadows Civic Club, Inc., its officers, directors, agents, and members (including the ACC) for any liability arising out of the review or approval of the proposed improvements.
6. I agree that no construction or other work on this improvement shall commence until I have received the written approval of the ACC, in accordance with Article II of the Deed Restrictions.
7. If my plans are approved and my construction plans then change, I will resubmit my plans for further/new approval. Failure to do this could result in a Court Order to halt construction and removal of any construction that violates the Deed Restrictions.
8. I agree that receiving approval for my plans is not the last step in the process. My construction will undergo a site review by the ACC to observe construction has been done in compliance with my approved plans. Any failure of my construction to be in compliance with my approved plans may be met with a Court Order enforcing compliance with the Deed Restrictions.
9. I am required to display the WMCC ACC Construction Approval sign at all times during construction. Failure to display this sign may trigger an inquiry into the compliance of my plans with the Deed Restrictions

SIGNED THIS ____ DAY OF _____, 20_____

By:

Property Owner

Printed Name

WMCC ACTION:

Action Recommended by ACC: Approve Deny

By: _____

Date: _____

Reason for Disapproval: _____

By vote of the Board of Directors: Approved Denied Date: _____

If you have any questions, please contact the ACC via architecture@willowmeadows.org .



WILLOW MEADOWS CIVIC CLUB, INC.

OWNER/ BUILDER AGREEMENT

Property Address:

By signing below, you agree to the following

1) When checked, the Owner/Builder shall obtain the following documents and submit it to the WMCC Architectural Control Committee as additional submittals:

- Building Corner Survey, with elevation information.
- (For 2 ½- story, 2-story and any other construction within 5 feet of the building height limitation), a Building Height Certificate, prior to roofing material installation.

2) Owner/Builder acknowledges that Owner is responsible for ensuring that plans comply with all applicable deed restrictions and with any restrictions imposed by the City of Houston and/or any regulatory authority that may govern the use of the property or placement of a dwelling or structure on the property. WMCC Architectural Control Committee review is limited to assisting Owner with deed restriction compliance.

3) You authorize an agent of WMCC to enter the site during construction as necessary for deed restriction control.

4) Construction shall be completed in accordance with construction plans approved by WMCC. Should the plans be significantly altered, you agree to resubmit them as required for a new project, including fees.

5) The construction site shall be managed and maintained in accordance with the following:

- Benchmarks: Project benchmarks shall be undisturbed throughout the course of construction.
- Parking - No parking is allowed in any other property owner's driveway or in such a way that blocks a driveway or street. All illegally parked vehicles will be reported to the security patrol.
- Temporary Fencing - All new construction sites shall be contained along the sides, rear and front (when possible) to reduce trash spreading to other residences. Fences shall provide solid screening.
- Trash and Dumpsters - All construction trash shall be contained in dumpsters. The contractor shall contain and remove trash on a regular basis, preferably daily.
- Project Site Maintenance – Lots shall be kept neat and attractive during construction. Provide mowing, edging, tree and shrub maintenance.
- Portable Toilets - Locate behind the construction site or screen so they cannot be seen from the street. Toilet doors shall not open to the street.
- Avoidance of Property damage - Contractor/Builder will assist with traffic and maneuvering of vehicles during deliveries and construction pours to avoid damage to other properties.



WILLOW MEADOWS CIVIC CLUB, INC.

- City Streets – Contractor shall keep streets clean of mud, dirt and debris tracked from the project site. No items shall be placed within City right-of-way (between curb and property line).
- Noise - the City of Houston Noise Ordinance allows construction work to occur any day of the week, but only between 7:00 a.m. and 8:00 p.m. The noise level shall not exceed 85 db(A) when measured from the nearest residential property where the sound is being received.
- Signs: Only one sign is permitted on lot for the Builder/Contractor. No subcontractor signs are permitted. Only one Realtor, For Sale or For Lease sign shall be permitted. The WMCC ACC Construction Approval sign shall be displayed at all times during construction. All signs shall not exceed 9 sq. ft. in area and shall be ground mounted between the curb and the fence.
- This information shall be shared and implemented by all supervisors, workmen and subcontractors on this site.

SIGNED THIS ____ DAY OF _____, 20_____.

By:

Property Owner

Printed Name

Property Owner Cell Phone Number & E-mail address:

SIGNED THIS ____ DAY OF _____, 20_____.

By:

Builder/Contractor

Printed Name

Builder/ Contractor Company:

Builder/Contractor Site Cell Phone Number & E-mail address:



WILLOW MEADOWS CIVIC CLUB, INC.

GENERAL INSTRUCTIONS – RETAIN FOR REFERENCE ARCHITECTURAL REVIEW

Introduction

The Willow Meadows Civic Club, Inc. (WMCC) is a neighborhood association chartered in 1956, created to promote the welfare and protect the property values in the Willow Meadows subdivision encompassing approximately 820 residences. The Deed Restrictions for this neighborhood were revised in 1998. It is the intent of this Architectural Review process to help enforce the legal requirements set forth in the Deed Restrictions, for the benefit of our neighborhood.

Architectural Review Purpose

The construction plans submitted will be reviewed by the Architectural Control Committee (ACC) for deed restriction compliance issues. Owners are responsible for ensuring that plans comply with all applicable deed restrictions, the uniform plan of the subdivision, and harmony of external design with existing buildings, and with any restrictions imposed by the City of Houston and/or any regulatory authority that may govern the use of the property or placement of a dwelling or structure on the property.

Attached is a checklist to help you identify deed restriction provisions that are sometimes overlooked during the design of a new or renovated home. This document intended as a guide to, but not a substitute for, the WMCC deed restrictions.

The Owner shall be responsible for compliance with all WMCC regulations. The Owner(s) may wish to consult with their professional building team, attorney, the City of Houston and Harris County for any additional regulations governing your property.

When Required

All projects requiring a building permit from the City of Houston are required to apply for architectural review. See City Code at:

https://edocs.publicworks.houstontx.gov/documents/divisions/planning/enforcement/2012_irc_amendments.pdf.

All projects which may materially and substantially change the exterior appearance of an existing residence are required to apply for architectural review.

Process

The review process will use digital information routed to the ACC mailbox on the Willow Meadows Civic Club website:

architecture@willowmeadows.org

The webmaster (webmaster@willowmeadows.org) may provide project log-in information to the contacts identified on the application form upon receipt of the architectural review fees.



WILLOW MEADOWS CIVIC CLUB, INC.

Architectural review fees shall be mailed to:

Architectural Control Committee
Willow Meadows Civic Club, Inc.
P.O. Box 35551
Houston TX 77235-3157

Please indicate “ACC Review Fee” on your check.

Average initial application review takes approximately 2-3 weeks after receipt of a complete submittal with ALL required documents and fees. When approved by the WMCC Board, or when a resubmittal is required, the Owner will be notified via e-mail. Owners are encouraged to complete the architectural review process before submitting plans to the City of Houston for permit. Questions will be answered via e-mail at architecture@willowmeadows.org.

Currently, the ACC Board consists of volunteers. Given the needs imposed by Hurricane Harvey, additional time may be required to process your application. You will be notified by the WMCC Board if that is the case.

WMCC Architectural Review Submittals:

Depending on project scope, as many as three separate submittals may be required:

- An initial application, required for all projects.
- A Building Corner Survey, required for all projects with floors.
- A Building Height Survey, required for all two-story or more construction and construction within 5 feet of the height limitation.

These items are further described below.

Initial Submittal:

- Application Form
- Application Fee, Payable to Willow Meadows Civic Club, Inc. Fees are charged to help defray costs associated with the management of the architectural review process. Fees are as follows:
 - New Construction \$500
 - Elevating (Lifting) Existing Structures \$350
 - Additions \$200
 - All Others \$100
- Property Survey by Registered Professional Land Surveyor
- FEMA Elevation Certificate, including both 100-yr. and 500-yr. Base Flood Elevation information.
- Site plan, showing all setbacks, easements and improvements.
- Floor Plans
- Building Elevations
- Owner/Builder Agreement (must be signed by Owner at initial submittal)
- Construction Site Requirements (must be signed by Owner at initial submittal)



WILLOW MEADOWS CIVIC CLUB, INC.

Required Additional Submittals:

In addition to the approval documents listed above, the following additional documents are required later in the construction process:

- *Owner/Builder Agreement* (Countersigned by Contractor before start of work)
- *Building Corner Surveys* and *Building Height Certifications* shall be prepared by a Registered Professional Land Surveyor licensed in the State of Texas. The surveyor shall be listed on the State's website:
 - <https://vo.licensing.hpc.texas.gov/datamart/login.do>
 - *Building Corner Surveys for concrete slab on grade construction and elevated concrete slabs* shall be submitted prior to any concrete slab pour. Indicate the corners relative to the setback line and the corner elevations relative to the Base Flood Elevation (BFE). Please note that the setback lines control the primary finished face of the building, not the line of structural framing or supports. No encroachment tolerance is allowed. All non-conforming work shall be corrected.
 - *Building Corner Surveys for elevated framed floors* shall be submitted after all primary girders, beams and rim joists have been set. Indicate the corners relative to the setback line and the corner elevations relative to the Base Flood Elevation (BFE). Please note that the setback lines control the primary finished face of the building, not the line of structural framing or supports. No encroachment tolerance is allowed. All non-conforming work shall be corrected.
- *A Building Height Certificate for two-story homes and garages, and construction within 5 feet of the building height limitation* shall be submitted as soon as possible after completion of the roof deck. A tolerance of one inch is allowed over the height limitation.

ADDITIONAL INFORMATION FOR OWNER'S USE

- **Architectural Review Checklist (for Most Projects)**
- **Building Height Certificate**
- **WMCC Sidewalk Variance Letter (as required by City of Houston)**
- **City of Houston Declaration (required by City)**
- City of Houston Infrastructure Design Manual
 - https://edocs.publicworks.houstontx.gov/documents/design_manuals/idm.pdf
- City of Houston Flood Control Information
 - <http://www.houstontx.gov/council/g/chapter19/Floodplain-Mgmt-Data-Analysis.pdf>
 - Please note the City's net zero fill limitation for both 100 yr. and 500 yr. floodplains.
- City of Houston Tree Protection Ordinance, Chapter 33, Articles V & VI.
 - <http://houstontx.gov/parks/forestry/treeordinance.html>
- City of Houston Common Violations
 - http://www.houstontx.gov/ips/avoid_common_violations.html



WILLOW MEADOWS CIVIC CLUB, INC.

ARCHITECTURAL REVIEW CHECKLIST
(For Most Projects)

Setbacks:

Table with 6 columns: Item, Front Setback, Side Setback, Side Street Setback, Rear Setback, Height Restriction. Rows include 1-story house, 1-1/2 story house, 2-story house, 2-1/2 story house, Garage, Outbuilding, and Fences.

Notes:

- 1. Platted setback lines shall control.
2. Also applies to 1-story wings of 2 and 2 1/2 story houses.
3. Garages may not be place ahead of the main dwelling.
4. Outbuilding of max. 200 SF allowed in back yard only. Must be screened with minimum 6 ft. fence.
5. No fence, wall or bush higher than 2 ft. may be placed within ten feet of a street. Driver vision shall be maintained, especially at corners.

- House Area: Not to exceed 40% of lot size
- Show lot area, house area and garage areas in square feet on site plan.
- Garages under main roof of house shall be considered as part of the house.

- House Area, Lots in Sections 1-17: Min. 2,000 SF.
House Area, Lots in Section 18: Min. 2,500 SF.
Area limitation for the 1/2 story for 1 1/2 story: 50% of 1st floor.
Area limitation for the 1/2 story for 2 1/2 story: 500 SF.

Garage: Required for at least two, but not more than three cars.

Carports: Incorporated under the roof of house or garage.

Roof Overhangs: Encroachment across setbacks is 2 ft. max. Indicate and dimension all roof overhang encroachments. Note aerial easement requirement at utility easements.

Roofing Materials: Fire retardant, with a life expectancy of at least 20 years. No wood shakes. Recommend no gravel-surfaced BUR roofs.
- Provide cut sheets for roofing material. Indicating fire rating and color.



WILLOW MEADOWS CIVIC CLUB, INC.

- Exterior Finishes: The main residential wall finishes shall be at least 51% brick, brick veneer, stone, stone veneer or stucco.
 - **Show gross wall areas and areas of each wall materials on all elevations. Provide a summary for the whole house, in table format, on the main elevation sheet.**

- Exterior Lighting: Shall not be directed toward neighboring properties or streets. Recommend the use of fixtures complying with the International Dark Sky Association's (IDA) requirements.
 - **Provide cut sheets for light fixtures indicating IDA compliance, or submit photometric data for fixtures.**

- Satellite Dishes and Antennae: Place in back yard or rear portion of the house, with minimal visibility from the street. Limit size of antennae to less than 1 meter.

- Swimming Pools and Spas: Fencing required. Keep clear of utility easements, including all pool piping. Comply with City of Houston requirements. Recommend minimum of 5 ft. setback from property lines. Recommend compliance with Federal Virginia Graeme Baker Pool and Spa Safety Act for main drain covers.



WILLOW MEADOWS CIVIC CLUB, INC.

BUILDING HEIGHT CERTIFICATE

The Building Height Certificate shall be completed by a registered professional land surveyor to certify elevation information for any structure approaching the height limitations imposed by the Willow Meadows Civic Club deed restrictions. Elevation datum shall be based on the same benchmark used for the FEMA elevation certificate. If a different benchmark is used, provide a complete description, including the difference in elevation between the FEMA benchmark and the alternate benchmark.

City of Houston Building Permit # _____

Property Owner:
Property Address:
Assessor's Parcel Number:
Owner's Telephone Number:

Is benchmark used same as that shown on FEMA certificate? Yes No
Flood Plain applicable to Project: 100-year 500-year
Description of benchmark and elevation (i.e. NW cor. SCE pad)

Prior to installation of roofing materials, please verify and submit the height of the roof deck at the highest ridgeline or peak as measured from benchmark.

Elevation shown on plans: _____ Actual: _____

Measured elevation is 35.0 feet or less above the Base Flood Elevation shown on the FEMA elevation certificate: Yes No

Signed: _____

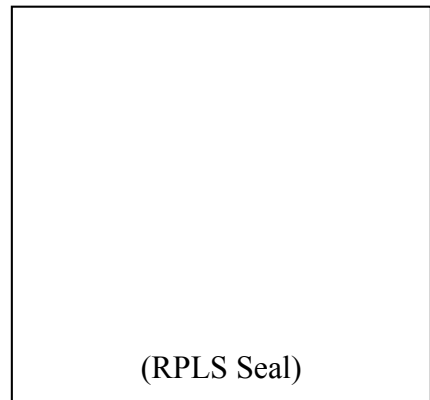
Surveyor/Engineer: _____

Printed Name: _____ Date: _____

Surveyor Company _____

Surveyor Address: _____

Surveyor Phone Number: _____



(RPLS Seal)



WILLOW MEADOWS CIVIC CLUB, INC.

June 30, 2018

City of Houston
Department of Public Works & Engineering
Planning & Development Services Division
Houston, Texas

Re: Willow Meadows Civic Club, Inc.
Application for Residential Sidewalk Variance

To Whom it may concern:

Please be advised that our community was constructed without sidewalks on both sides of the street. The Board supports the continued use of this concept, provided that existing sidewalks are extended or replaced.

Also, please be advised that the Board of Directors of the Willow Meadows Civic Club, Inc. supports retaining a four (4) foot width of sidewalks if a new sidewalk is required, as long as it continues to comply with accessibility requirements.

Sidewalks may need to be replaced or repaired if they are damaged before the final inspection.

Sincerely,

A handwritten signature in cursive script that reads 'Stephen Polnaszek'.

Stephen Polnaszek, President
Board of Directors of the Willow Meadows Civic Club, Inc.

PROJECT # (assigned by City): _____

DECLARATION IN SUPPORT OF APPLICATION FOR CITY OF HOUSTON
BUILDING PERMIT
(For Use by Individual Owners)

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

“My name is _____ and my address is _____
(First, Middle, Last)

_____. I am over the age of eighteen and I am legally competent to make this Declaration. I have personal knowledge of every fact stated herein and every fact stated herein is true and correct. This Declaration will be submitted to the City of Houston, Texas (the ‘City’) as part of my Application for a Building Permit for a project (‘the Project’) located or to be located in the _____ Subdivision, Block No. _____, Lot No. _____ (the ‘Land’). The physical mailing address of the Land is _____, _____ Texas _____.

I am an OWNER of the Land. I UNDERSTAND, for the purposes of my Application, the term ‘Deed Restriction’ means any and every restriction or covenant contained in (or incorporated by reference into) a plan, plat, replat, deed, or any other publicly recorded document that limits or affects the use of the Land in any way. I UNDERSTAND copies of the Deed Restrictions, if any, are available for review at the office of the Clerk of the County in which the Land is located. **The Project does not violate the Deed Restrictions, if any, that apply to the Land.**

I UNDERSTAND AND AGREE that, if any fact stated in this Declaration is false, the City may void any permit(s) issued by the City for the Project, and the City may order me and any other Owner to remove all or part of the Project at my or our own expense.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of Texas, on the ____ day of _____, 20 ____

Declarant”