



WILLOW MEADOWS CIVIC CLUB, INC.
Architectural Control Committee P.O. Box 35551 Houston, TX 77235-5551

APPLICATION FOR ARCHITECTURAL REVIEW

CONTACT INFORMATION

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: _____



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APPLICATION FEE Fees are charged to help defray costs associated with the management of the architectural review process.

Payable to *Willow Meadows Civic Club, Inc.*, indicate “ACC Review Fee” on your check.

Fees are as follows:

- New Construction \$500
- Elevating (Lifting) Existing Structures \$300
- Additions \$200
- All Others \$50 (e.g., Carport)

Checks should be mailed to:

Architectural Control Committee
 Willow Meadows Civic Club, Inc.
 P.O. Box 35551
 Houston TX 77235-5551

Include a pdf copy of check with application.

PROPERTY MODIFICATION CHECKLIST

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		New House, 1 story		Carport		Sidewalk
	Addition, 1½-story		New House, 1 ½ story		Outbuilding		Satellite Dish
	Addition, 2-story		New House, 2 story		Garage, Attached		Other (describe)
	Addition, 2½-story		New House, 2 ½ story (max)		Garage, Detached		
	Lift Existing House				Porch		

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.

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

- 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. City of Houston requires the first floor of habitable new and lifted buildings to be elevated 2 ft above the 500 yr BFE.

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- 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.

- 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 required by City of Houston.
 - Line of Finished Floor (minimum 2 ft above 500 yr BFE flood plain). New buildings can be constructed at grade if not located in the 100 yr or 500 yr flood plain.
 - Dimensioned Height to highest roof ridge or peak: WMCC deed restrictions limit buildings to 35 ft—measurement is taken from 2 ft above the 500 BFE.
 - 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. Note: 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 completed form must be submitted with the initial application.

All proposed modifications must be approved by ACC 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.



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OWNER ATTESTATION

The Owner shall be solely responsible for compliance with all WMCC regulations and deed restrictions. 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 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 may 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



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OWNER/ BUILDER AGREEMENT

Property Address:

By signing below, you agree to the following:

- 1) 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.
- 2) 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.
 - Building Height Certificate, prior to roofing material installation, for 2 ½- story, 2-story and any other construction within 5 feet of the building height limitation-35 ft.
- 3) Agent(s) of WMCC is/are authorized 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.

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- 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.
- 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



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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. Deed Restrictions for this neighborhood were revised in 1998. The Architectural Review process is intended 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 is 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 and deed restrictions. 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 Architectural Review Is Required

New building construction and home addition 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 that may materially and substantially change the exterior appearance of an existing residence are required to apply for Architectural Review.

Application Fee

Fees are charged to help defray costs associated with the management of the Architectural Review process. Payable to *Willow Meadows Civic Club, Inc.*, indicate **“ACC Review Fee” on your check.**

Fees are as follows:

New Construction	\$500	Additions	\$200
Elevating (Lifting) Existing Structures	\$300	All Others	\$50 (e.g., Carport)

Include a pdf copy of check with application.

Checks should be mailed to:
Architectural Control Committee
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Process

The review process will use digital information routed to the ACC mailbox on the Willow Meadows Civic Club website: architecture@willowmeadows.org , where questions also may be submitted. 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 strongly encouraged to complete the architectural review process before submitting plans to the City of Houston for permit. (HOA approval *can* streamline City approval.)

WMCC Architectural Review Submittals:

Depending on project scope, as many as three separate submittals (described below) 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 2 & 2 ½ story construction and construction within 5 ft of the height limitation (35 ft).

Initial Submittal:

- Application Form (all 6 pages)
- Application Fee (see previous page)
- Property Survey by Registered Professional Land Surveyor
- FEMA Elevation Certificate, including both 100 yr and 500 yr Base Flood Elevation (BFE) information.
- Site plan, showing all setbacks, easements and improvements.
- Floor Plans
- Building Elevations
- Owner/Builder Agreement (must be signed by Owner & Builder at initial submittal)
- Owner Attestation/Construction Site Requirements (must be signed by Owner at initial submittal)

Required Additional Submittals:

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

- *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.
 - *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 500 yr BFE. Note: 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.

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- *Building Height Certificate for two-story homes and garages, and construction within 5 feet of the building height limitation (35 ft) 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**
- **Application for City of Houston Sidewalk Variance Form**
 - <https://edocs.publicworks.houstontx.gov/engineering-and-construction/sidewalk/4030-application-for-residential-sidewalk-variance.html> Note that you must *also* request a custom variance letter from the WMCC ACC to submit with this form to the City.
- **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> 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



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ARCHITECTURAL REVIEW CHECKLIST
 (For Most Projects)

Setbacks (maximums):

Item	Front Setback ¹	Side Setback	Side Street Setback	Rear Setback	Height Restriction
1-story house	25 ft	5 ft ²	10 ft	15 ft	35 ft
1-1/2 story house	25 ft	5 ft	10 ft	15 ft	35 ft
2-story house	25 ft	7 ft	10 ft	20 ft	35 ft
2-1/2story house	25 ft	7 ft	10 ft	20 ft	35 ft
Detached Garage	25 ft ³	3 ft	10 ft	5 ft	25 ft & 2-story
Outbuilding	Note ⁴	3 ft	10 ft	5 ft	10 ft
Fences ⁵	25 ft		10 ft ⁵		10 ft

Notes:

1. Platted setback lines shall control.
2. Also applies to 1-story wings of 2 and 2 ½ 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 hedge or bush higher than 2 ft may be placed within 10 ft of a street. Driver vision shall be maintained, especially at corners.

- House Area: Not to exceed 40% of lot size
 - o **Show lot area, house area and garage areas in square feet on site plan.**
 - o **Garages under main roof of house shall be considered as part of the house and counted in the square footage.**
- 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 ½ second story for 1 ½ story: 50% of first floor
- Area limitation for the ½ third story for 2 ½ story: 500 SF
- Garage: Required for at least two, but not more than three cars
- Carports: Incorporated under the roof of house or garage with architectural match to 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.
 - o **Provide cut sheets for roofing material. Indicating fire rating and color.**

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- 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.**

- Fences: Approval of plans is not required. Owners should refer to deed restrictions for specific requirements on fences that face streets, especially West Bellfort. Wood fencing to match neighbors' in style and height is generally preferred—no fence may be higher than 10 ft.

- 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.

- Sidewalks: Variances given by ACC are granted on a case-by-case basis, along with the approval of a building project. The City of Houston will require a variance letter from WM ACC **in addition to the City form** included in this packet.

- Swimming Pools and Spas: Approval of plans by ACC is not required. Recommendations: surround fencing required; keep clear of utility easements, including all pool piping; maintain minimum of 5 ft setback from property lines; suggest compliance with Federal Virginia Graeme Baker Pool and Spa Safety Act for main drain covers. Comply with City of Houston permit requirements.



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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: 500 yr None
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 less than or equal to 35.0 feet at grade or above the 500 yr BFE plus 2 ft shown on the FEMA elevation certificate: Yes No

Signed: _____

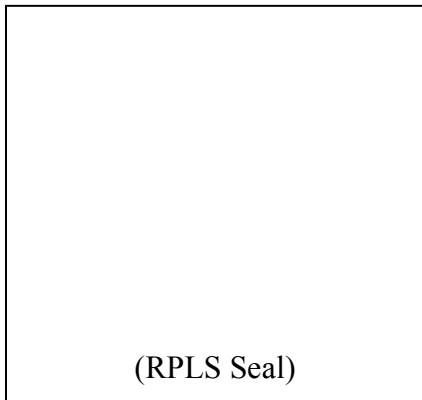
Surveyor/Engineer: _____

Printed Name: _____ Date: _____

Surveyor Company _____

Surveyor Address: _____

Surveyor Phone Number: _____



(RPLS Seal)



APPLICATION FOR RESIDENTIAL SIDEWALK VARIANCE

City Of Houston

APPLICANT INFORMATION (Please PRINT- All fields MUST be completed)		
APPLICANT NAME:		
COMPANY NAME:		
MAILING ADDRESS:		
CITY:	ZIP:	PHONE:
EMAIL ADDRESS: (Must be legible)		FAX:
APPLICANT SIGNATURE:		DATE:
WAS THE PROJECT REQUIRED TO RE-PLAT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PROJECT ADDRESS:		PROJECT NUMBER:
BASIS OF VARIANCE REQUEST (Check all that apply):		
<input type="checkbox"/> Technically Infeasible (Signed and Sealed Report) <input type="checkbox"/> Petition from Previous Capital Improvement Project <input type="checkbox"/> Open Ditch Requires Enclosure <input type="checkbox"/> HOA Board of Directors Letter <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> Others		
<p>** Variance request does not supersede any requirements by Planning Commission to install sidewalk or required width in Right of Way.</p> <p>Proper documentation must accompany this application to be considered for approval. Submittals without such documents will be returned without consideration.</p>		

REQUIREMENTS FOR SUBMITTAL

- Completed variance application (Failure to complete all fields will result into the request not being processed)
- Copy of permit application
- Recorded Plat
- Copy of site plan (8 1/2 X 11 sheets only) – Distance from the property line to the street edge of pavement, property line to high bank of ditch **MUST** be shown on the site plan
- Photos of the R.O.W. (the current sidewalk, open ditch, or where a sidewalk will be placed) along the Property Frontage (from both directions). No Google/map images.

Please submit the variance application along with all required documents to the receptionist at 1002 Washington Avenue, 2nd Floor. All documents may also be submitted via email to pwesidewalkvar@houstontx.gov
The turnaround for sidewalk variance request is a minimum of 10 business days. To check the response to your request, visit: http://www.pdinet.pd.houstontx.gov/cohilms/webs/Plan_LookUp.asp

