



Memorial Glen Property Owner's Association ("MGPO")

Checklist for New Construction and Remodel Submissions

Instructions

The following list of documents is provided to help you meet the submission requirements for new home construction or the exterior remodel of an existing home. Plans for remodels where the footprint is being modified, the façade changed (see % masonry requirement per Deed Restrictions; attached garages are to be included in the total calculation) and/or the roofline is being changed, must be submitted for Board approval.

*All proposed construction must meet current Deed Restrictions and follow the Rules and Regulations established by the MGPO Board. You may locate Deed Restrictions on our website at:

<http://memorialglenhouston.com>

Pre-Construction Submission Requirements - Submit all Items below to MGPO Board
Drawings will be reviewed by a third-party Architect and the MGPO Architectural Review Committee.

- Non-Refundable, Plan Review Fees** – Submit with Approval Request Form and Plans
 - \$1,000.00 New Home Construction
 - \$650.00 Exterior Remodel

- Approval Request Form**

- Survey** by Professional Surveyor, currently licensed in the State of Texas. Drawing must be sealed, signed and dated (Survey must be current with existing improvements; provided as a separate document and/or an image thereof incorporated into the plans). Survey required for a remodel if the footprint of the home or garage is being modified.

- Architectural Plans** – Professionally drawn to meet the current City of Houston Building Codes and Memorial Glen Deed Restrictions. Plans must include the following:
 - **Site Plan**
 - Must show all improvements and proposed additions with setbacks and easements noted. Buildings, Driveways, Sidewalks, Decks, Patios, Etc.
 - **Drainage Plan** (New Home Construction and Remodel, if remodel modifies the footprint)
 - **Floor Plans**
 - **Roof Plan**
 - **Exterior Elevations**
 - Must show all materials and building heights.

- Structural Plans** – Sealed and signed by a Professional Engineer currently licensed in the State of Texas.
 - **Foundation Plans**
 - **Framing Plans**

****You may not commence with ANY construction until approval is granted.**



During Construction Submission Requirements

Approval must be granted by the MGPO Board ***before pouring the slab.***

- **Slab Form Survey** – Drawing must be sealed, signed and dated by a Professional Engineer currently licensed in the State of Texas. It is the responsibility of the owner to submit this document to the POA for approval to proceed with pouring the slab. **THERE WILL BE NO FOUNDATION CONSTRUCTION BEYOND FORMWORK UNTIL APPROVAL FROM THE MGPO BOARD IS GRANTED.**

Post Construction Submission Requirements

After final construction is complete.

- **Written Notice of Completion** – Provide the MGPO Board with written notice that construction is complete.
 - **Final Inspection** – Third-party Architect will complete a final inspection for compliance.