



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 that must be submitted for Board approval include new home construction, as well as home remodeling where the footprint is being modified, the façade will be changed and/or the roofline is being changed (see the required % masonry of exterior elevations per Deed Restrictions; attached garages are to be included in the total calculation).

*All proposed construction must meet current Deed Restrictions and follow the Rules and Regulations established by the MGPO Board. You may locate your Deed Restrictions on our website at: <http://memorialglenhouston.com> Please note that there are three (3) Sections within Memorial Glen.

No fill dirt allowed. Any dirt from construction activities that raises the elevation of the existing grade to be removed promptly from the site.

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
 - \$1,250.00 New Home Construction
 - \$850.00 Exterior Remodel
- ☐ **MGPO's 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**
 - Plan elevations to note building heights, the type of exterior materials (brick, siding, etc.) and the surface area calculations used for the percent of masonry requirement, along with a summary table of those results.



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

The MGPO Board will issue a Preliminary Letter of Approval once construction plans are compliant with the items above. A Final Letter of Approval will not be issued until and unless the following are adhered to:

- ☐ Prepayment payment of all MGPO's required plan and site-inspection review fees
- ☐ Prior to commencing construction, provide to the MGPO ARC a full and complete digital copy of the stamped final plans, fully permitted by the City of Houston ("Final Plans"), as well as any subsequent changes
- ☐ Final Plans must be in conformance with all aspects of MGPO's Deed Restrictions and the Board's

****Construction may NOT commence until FINAL Board approval is granted.**

During Construction Submission Requirements

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

- ☐ **Slab Form Survey** – Prior to pouring any slab, a Slab Form Survey must be submitted. 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.**
 - The MGPO Board and/or its agents, at its option, may inspect all work in progress at any time to ensure compliance with approved plans, specifications and stipulations
 - Construction must begin within 18 months
 - Safety fencing must be installed around the perimeter of the lot during construction to contain debris and construction materials on the lot
 - During construction any job-site runoff needs to be properly removed. (Prevention methods include Silt fence, Wattles and Dandy Bag, etc.)
 - Trash dumpsters to be stored on-site; not on the street
 - Street to be kept clean and clear at all times of construction-related trash, dirt and debris
 - Drainage plan as required by The City of Houston
 - Approval does not constitute the improvement being safe nor sound, only that the improvements, as requested, are not prohibited by the restrictive covenants of the association



It is the Property Owner's responsibility to timely advise the MGPO ARC of any changes or updates to the plans and/or construction project

Post Construction Submission Requirements

After final construction is complete.

- **Written Notice of Completion** – Within thirty (30) days of substantial completion, please provide the MGPO Board with written notice of the expected completion date so that MGPO's Architect can be scheduled.
 - **Final Inspection** – Third-party Architect will complete an on-site inspection to confirm compliance.