

Memorial Plaza Subdivision

ARC Submittal Form for Remodeling and New Construction

THIS FORM MUST BE COMPLETELY FILLED OUT AND ATTACHED TO EACH SUBMITTAL

Submittal Date:

Property Address:

Property Owners Name:

Property Owners current Address:

Property Owners Contact #:

Property Owners email:

Architect/Builder

Name:

Address:

Contact #:

Email:

Scope of Work to be performed (circle one)

Remodel /Addition

New Construction

Pool Addition

Required Submittals (check the following):

- 1 Demolition Plan (must be approved prior to demolition)
- 2 Proposed Tree Mitigation Plan (must be approved prior to demolition) Re: Architectural Design Guidelines
- 3 Erosion control and grading/lot profile plan (must be approved prior to demolition)
- 4 Landscaping, Drainage, Irrigation and Fencing Plan
- 5 Site Plan- Must include all set backs, easements, ariel easements and extents of construction with dimensions, include existing site survey
- 6 Full set of Construction Documents- Site Plan, Floor Plans, Elevations, Sections, Details, Structural, Electrical
- 7 Full set of Specifications if not included on plans
- 8 Exterior finish submittals for ALL exterior finishes including specifications of materials (Masonry, siding, roofing, paint, fencing material, exterior doors, windows, trim)
- 9 Samples of exterior materials (photos and physical samples as requested by ACC)

Submittals must be dated and submitted to the Architectural Review Committee for review and approval. All information regarding submission can be found at www.memorialplazacivicclub.com.

- Acknowledge Property Owner, Architect, Builder, Consultant has read Architectural Design Guidelines for Memorial Plaza
- Acknowledge Property Owner, Architect, Builder, Consultant has read Memorial Plaza's Deed Restrictions

Prior to obtaining a City of Houston Permit the property owner is required to have approval from Memorial Plaza.