

Checklist for New construction/Major projects

- ✓ New Construction deposit of \$4000 and \$750 application fee made to Memorial Bend Civic Association. \$650 application fee for Major projects.

Mail to: AVR Management, 12929 Gulf Fwy # 320, Houston, TX 77034

Builder name _____

Tel/email: _____

Project manager name _____

Tel/email _____

Project address : _____

- ✓ Submit Exhibit A digitally to AVR management at kament@avrmanagement.com

Exhibit A must include the following information:

1. Demolition plan
2. Survey of the property
3. Tree survey (shows existing trees and trees that will be demolished greater than 4")
4. Tree plan/landscape plan (shows tree locations/caliper that will be added)

Note: it is helpful to include a chart that numerates existing trees, species, trees that will be removed and trees that will be added

4. Architectural plans that include:

- a. Proposed site plan (including garage)
- b. Proposed floor plan
- c. Exterior elevations showing windows, doors, building materials and roof pitch
- d. Roof plan
- e. Flatwork, decks, patios, driveways, sidewalks (note their dimensions)
- f. Trash/recycle bin location
- g. Location of HVAC equipment
- h. Fences and walls (including retaining walls) material _____ height _____ FT
- i. Drainage plan including catch basins and underground piping to street

5. Coverage requirements (Fill in)

a. Lot size _____ SF

b. Front setback _____ FT

Rear setback _____ FT (min 10 feet)

Utility easement _____ FT

Aerial easement _____ FT

Harris county flood control easement _____ FT

Left side setback _____ FT Right

side setback _____ FT

c. Buildable lot area (lot size less setbacks and easements) _____ SF

d. Coverage (structure including all heated/cooled spaces, garage and impervious areas within the buildable area, eaves and canopies) _____ SF

e. Coverage/buildable lot area= _____% (cannot be greater than 70%)

f. Stories _____

g. Height from natural grade _____ FT (33 ft max)

h. Compliance with aerial setbacks (article II, section 2.01(e)(vi)) ___yes ___no

i. Masonry _____ % (must be greater than 51%)

6. Exterior building materials (include pictures of colors/materials)

- ✓ Submit Notarized affidavit of owner
- ✓ Submit stamped final plans permitted by the city of Houston
- ✓ Submit Exhibit B
- ✓ Submit Form survey after forms are set and prior to pouring the slab
- ✓ Submit Exhibit C when construction is complete
- ✓ Site visit by architect to confirm compliance

**This checklist is intended as a helpful reference for applicant's completing applications and gathering required information. The checklist is not necessarily exhaustive. All improvements are subject to MBC restrictive covenants including deed restrictions and architectural guidelines.*

