

Checklist for New Construction/Major Projects

- ✓ New construction deposit of \$4000 and \$800 application fee made to Memorial Bend Civic Association. \$650 application fee for Major projects.

Mail to: Leyendecker Management Services, 10375 Richmond Ave., Suite 1350, Houston, TX 77042

Builder name: _____

Tel/email: _____

Project manager name: _____

Tel/email: _____

Project address: _____

- ✓ Submit Exhibit A digitally to Leyendecker Management Services at kwilkinson@leyendeckergroup.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.

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.*