

**Application for Wilchester Architectural Control Committee (ACC) Review
For all exterior changes (additions/deletions/improvements) to a
Wilchester lot including, but not limited to,
Modification(s) to Existing Lot/Structures and New Construction**

Submission Date_____

Property Address _____Homeowners_____

E-mail _____Phone# _____

Contractor's Name _____Point of Contact _____

E-mail _____Phone# _____

Project Description_____

Estimated Start Date _____Estimated Completion Date _____

Application Fee (see Article II of ACC Guidelines for details), check one below

- ____ \$1,500 for New Home Construction
- ____ \$500 for Structural Modification of Existing Residence/Lot
- ____ No fee required if proposed project does not constitute new home construction or modification to existing structure

1. The completed application and supporting documents must be e-mailed to all ACC members (emails found on Wilchester.org/Deed Restrictions).
2. Application fee (if required) payable to Wilchester Owners Committee must be mailed to P.O. Box 19418, Houston, TX 77224-9418
3. Once all required information/documents/materials have been received & confirmed by the ACC, the 30-day review period will begin. Results of the ACC review will not be communicated until any required application fee is received.

NOTE: The Wilchester Owners Committee "Declaration of Restrictions and Covenants" and "ACC Guidelines" are on Wilchester.org/Deed Restrictions.

To assist the Wilchester ACC in the review of proposed projects, please provide the following information with your completed application:

1. **Pre-Construction** plans that include:
 - a. Dimensions of lot (front & back yard), all structures, driveway/walkway, porches/patios,
 - b. Location and/or distances of all existing structures, pools, fences, porches, driveway, to pertinent easements and building setback limits.
 - c. Location, size and species of trees located on the lot with trunk diameter measured at belt height (dbh). Please see Section 4.21 (Tree Preservation) in the ACC Guidelines for more information and possible planting requirements. If Applicant proposes to remove trees, provide information as to why trees need removal.
 - d. Minimum of 3 pictures of project area.
2. **Proposed-Construction** plans that include:
 - a. Dimensions of all proposed modifications to existing or new structures, driveways, porches/patios and/or other proposed improvements
 - b. Location and/or distances of all proposed and existing structures, pools, fences, porches, driveway, to pertinent easements and building setback limits; note where pool equipment will be installed.
 - c. Size of the proposed front yard/backyard
 - d. In cases where permeable materials are proposed, permeable surfaces that require maintenance to maintain permeability are considered conditional and will not be approved. In cases where specific installation is required for permeability (NOT maintenance), be prepared to prove required installation specifics.

For Modification to Existing Structures, plans must also include:

1. Type of proposed siding comparing the existing percentage of brick Vs. siding and the proposed percentage of brick Vs. siding.
2. The type of proposed roofing material including samples
3. Proposed color of paint and trim including paint samples
4. A diagram that clearly depicts the existing livable floor area in square feet Vs. proposed based upon ANSI Z765-2003 (see Section 4.17 of ACC Guidelines).
5. A diagram that clearly depicts what is included in the existing total impervious cover calculation of the lot in square feet Vs. proposed (see Section 4.20 of ACC Guidelines)
6. Height of proposed structures relative to existing structures.
7. Elevation drawings of front, back and both side faces of proposed structure modification.

For New Construction, plans must also include:

1. Type or material of proposed siding (including the percentage of brick or other approved masonry)

2. The type of proposed roofing material including samples.
3. Proposed color of paint and trim including paint samples
4. A diagram that clearly depicts the proposed livable floor area in square feet based upon ANSI Z765-2003 (see Section 4.17 of ACC Guidelines).
5. A diagram that clearly depicts what is included in the proposed total impervious cover calculation of the lot in square feet (see Section 4.20 of ACC Guidelines).
6. Height of proposed structures relative to existing structures.
7. Elevation drawings of front, back and both side faces of proposed structure modification.

For Pools Only plans must include:

1. Dimensions of all proposed elements
2. Location and/or distances to easements and building setback limits
3. Location of pool equipment
4. Tree survey as described in Pre-Construction requirements above.
5. A diagram that clearly depicts what is included in the proposed total impervious cover calculation of the lot in square feet (see Section 4.20 of ACC Guidelines).

Upon ACC approval, the following terms and conditions will apply as a condition of approval, which include:

1. Applicant agrees to provide ACC a PDF electronic copy of the final approved plans
2. ACC reserves the right to request copies of city permits
3. Applicant agrees to notify the ACC of any modification to the approved plans prior to initiating the construction of the modification and will submit revised plans requesting approval depicting the proposed change.
4. Applicant agrees to notify the ACC within 30 days of project completion to schedule a site inspection
5. Applicant agrees that the ACC reserves the right to request an inspection of the project at any time during construction.

Owner understands and acknowledges that the Architectural Control Committee is not obligated to and does not review any proposed project to determine how the project affects drainage onto nearby properties. Owner understands and acknowledges that it is the Owner's responsibility to ensure that a proposed improvement does not create a drainage issue on neighboring properties.

_____ OWNER(S) MUST INITIAL HERE FOR THIS APPLICATION TO BE CONSIDERED BY THE ACC