

**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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Start Date \_\_\_\_\_ Projected 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 Structure  
 No fee required if proposed project does not constitute new home construction or modification to existing structure

- 1.) The completed application must be e-mailed to all 3 ACC members (emails found on Wilchester.org/DeedRestrictions). Please use these 3 e-mails for electronic CAD submissions as well.
- 2.) Application fee payable to Wilchester Owners Committee must be submitted to  
P.O. Box 19418  
Houston, TX 77224-9418
- 3.) Once the application e-mail is received an ACC member will advise of the physical address of the location to drop-off supplemental materials (full-sized plans, sample material selections, etc.)
- 4.) Once the application fee and all required information/documents/materials have been received & confirmed by the ACC, the 30 day review time period will begin.

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

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

1. Submit a clear legible set of **Pre-Construction** plans that includes:

- a. Existing dimensions of lot (front & back yard) , all structures, driveway/walkway, porches/patios, note location of all trees (label each & include diameter at breast height,) and/or other features; include impervious/pervious totals for the existing lot.
- b. Include location and/or distances of all existing structures, pools, fences, porches, driveway, to pertinent easements and building setback limits;
- c. Include a minimum of 3 pictures of project area;

2. Submit a clear legible set of **Proposed-Construction** plans that includes:

- a. Dimensions of all proposed modifications to existing or new structures, driveways, porches/patios and/or other proposed improvements; identify trees that owner intends to remove & which trees will be kept. Note specifics on trees that will be added. Include updated impervious/pervious totals for the lot once project is complete.
- b. Include 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. Include size of the proposed front yard/backyard
- d. In cases where permeable materials are proposed, know 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 hardscape only projects (IE; pools, covered patios, driveways, etc) the ACC does not require full-sized plans. Please be sure your tree survey, impervious/pervious calculations, location of equipment, etc are clearly noted on the site plans.

For all other projects, please submit two sets of full-sized plans i.e. 20" X 30" (not 8 ½ X 11 or 11 X 17) to the ACC Chair for both pre-construction and proposed-construction plans. Note electronic CAD files may be required.

For Modification to Existing Structures, plans must also include:

- a. Type of proposed siding comparing the existing percentage of brick Vs. siding and the proposed percentage of brick Vs. siding;
- b. The type of proposed roofing material comparing the existing Vs. proposed
- c. Proposed color of paint and trim including paint samples if available comparing the existing Vs. proposed;
- d. 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);
- e. 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);
- f. Height of proposed structures relative to existing structures;
- g. Elevation drawings of front, back and both side faces of proposed structure modification;
- h. Location, size and species of trees located on the lot. If Applicant proposes to remove trees, provide information as to why trees could not be avoided and steps that will be taken to minimize impacts to trees. Trees that cannot be avoided must be replaced with 4" to 6" dbh hardwood trees (see Section 4.21 of ACC Guidelines).

For New Construction, plans must also include:

- a. Type or material of proposed siding (including the percentage of brick or other approved masonry), roofing, front-walks, driveways, and paint color (include samples);
- b. The type of proposed roofing material (include samples);
- c. Proposed color of paint and trim including paint samples if available comparing the existing Vs. proposed;
- d. 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);
- e. 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);
- f. Height of proposed structures relative to existing structures;
- g. Elevation drawings of front, back and both side faces of proposed structure modification;
- h. Location, size and species of trees located on the lot. If Applicant proposes to remove trees, provide information as to why trees could not be avoided and steps that will be taken to minimize impacts to trees. Trees that cannot be avoided must be replaced with 4" to 6" dbh hardwood trees (see Section 4.21 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 and a copy of the building permit(s).
- 2. 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.
- 3. Applicant agrees to notify the ACC within 30 days of project completion to schedule a site inspection and will provide a minimum of 3 pictures to the ACC of the completed project area.
- 4. 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

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FOR ARCHITECTURAL CONTROL COMMITTEE USE ONLY

Date received by Committee: \_\_\_\_\_

Date action Taken: \_\_\_\_\_

Date notice was given to applicant: \_\_\_\_\_

Action taken:                      Approved\* \_\_\_\_\_                      Disapproved \_\_\_\_\_

\*ACC approval for additions is granted only with the provision that a copy of the building permit(s) are received by the ACC. Date copy of building permit(s) received: \_\_\_\_\_

Signatures of ACC (3 required): \_\_\_\_\_