

# Nottingham West

Civic Club Inc. A non profit corporation



July 20, 2014

## **Nottingham West Civic Club Inc. (NWCCI)**

### **Architectural Control Committee (ACC) Master Redevelopment Plan**

### **Guidelines and Procedures for Submitting New Home Construction Plans**

#### **Guidelines for Builders/Home Owners**

- A. Residential Dwelling design, exterior features, exterior colors and materials samples, paint, stain, stone, brick, stucco, siding, trim, shingles, etc. shall be aesthetic in appearance and harmonious in design with surrounding Residential Dwellings.
- B. Exterior siding materials shall be limited to two types of materials in addition to eave, fascia, and gable trim, i.e. stone and brick, brick and stucco, stone and stucco, etc.
- C. A four foot minimum height temporary fence shall be required along Lot lines and across the front of the Lot (two feet off the curb, for a walk access) for the front yard and any other Lot lines where there is no existing fence, from the date of existing Residential Dwelling tear down through dry-in and exterior completion.
- D. There shall be no trespassing, i.e. entering or using adjacent property or driveways of surrounding Lots without the neighboring Residential Dwelling owner's/renter's permission.
- E. The Lot shall be graded and sloped to guarantee and ensure that surface drainage is to the street, with no encroachment of surrounding Lots. It shall be the responsibility of the Lot Owner/Builder to ensure that surface drainage is maintained by the provision of swales and/or an underground drainage system complete with required drains and pipe exiting through a front/side curb(s).
- F. Proper set back of the Residential Dwelling from the city street per City of Houston code shall be observed.
- G. Proper set back of the Residential Dwelling from the Lot property lines, utility, aerial or maintenance easements and location of side driveways per City of Houston code shall be observed.
- H. NWCCI has officially opted out of the City of Houston sidewalk requirement. Therefore no sidewalks are permitted parallel to the streets and curbs within Nottingham West.
- I. Balconies on the front, back or sides of the Residential Dwelling are unacceptable.
- J. Windows on the back of the second floor of the Residential Dwelling shall not exceed a maximum height of 4'-0", except in the case of bedroom windows which must conform to the City of Houston codes.
- K. Guideline deviation flexibility regarding window sizes, balconies, etc. on the rear and side elevations may be considered for new Residential Dwellings built with addresses on Carlingford Lane, Britoak Lane (north side) and Woodthorpe Lane (south side).
- L. Only real stucco material, i.e. 100% lath, scratch, brown finish, shall be acceptable to be used as siding, along with major rock or stone accents – the required ratio of stone or brick to stucco or siding is 60% stone or brick (minimum) to 40% Stucco/siding (maximum) and is



Mandatory for the front and both side elevations, however deviations may be submitted and considered for approval on a case-by-case basis.

- M. The maximum Residential Dwelling height acceptable, from finished grade to highest point of roof is 34'-0". No deviations will be accepted.
- N. Circular driveways and driveways wider than 20'-0" are unacceptable.
- O. Three car garages are unacceptable.
- P. Guideline deviation flexibility regarding three car garages with driveways wider than 20'-0" may be considered for corner Lots on the east side of Carlingford Lane.
- Q. "T" poles for electrical needs are to be erected ASAP and prior to any site work.
- R. Use of "low noise" generators will be acceptable during foundation installation and form removal only. Generator use at other times shall be approved on a case-by-case basis.
- S. A dumpster location on-site is to be limited to an as required basis, i.e. foundation installation and form removal, commencement of construction through interior trim completion, and shall be removed from the lot when not in use.
- T. Upon placement on the Lot, all construction toilets shall be fully enclosed with wooden fence materials and strategically located on the site for privacy and hazard protection, with the door facing the rear of the Lot.
- U. On-site work hours shall be observed at all times and will be posted at the site by the NWCCI ACC. The approved work hours are:
  - Monday through Friday – no work shall be started prior to 8:00 A.M.; 7:00 A.M. on days when pouring concrete.
  - Monday through Friday – no work shall continue past 7:00 P.M.; 8:00 P.M. on days when pouring concrete.
  - Saturday – no work shall be started before 9:00 A.M. nor continue past 5:00 P.M.
  - Sunday – no work is allowed.
- V. A violation of any rule or regulation set forth in either the NWCCI Deed Restrictions or the NWCCI ACC Guidelines and Procedures for Submitting New Home Construction Plans may result in a fine of up to \$100.00, per violation, deducted out of the Construction Deposit.
- W. The issue date of the NWCCI ACC Approval Letter with the NWCCI President's, NWCCI ACC Chairman's and Lot Owner/Builder's signatures shall constitute the official approval for construction to commence date. An alternative construction commencement date may be submitted by the Lot Owner/Builder for consideration and approval. However, construction will be considered to have commenced on the date of movement of construction material, i.e. construction toilets, motorized equipment, foundation materials, lumber, etc., onto the lot.
- X. The demolition of the existing residence, foundation, ancillary structures and leveling of the property shall not be considered a component of construction. However, upon completion of the demolition the lot must be maintained, i.e. grass mowed and trimmed and trees and shrubbery trimmed.
- Y. The Residential Dwelling shall be completed, habitable and the property cleared of all debris, materials, dumpsters, etc. within eight (8) months of the construction commencement date.

### **Architectural Approval of Improvements Required**

The NWCCI ACC is authorized and empowered to approve all plans and specifications and the construction of all new Residential Dwellings, external modifications to existing Residential Dwellings and other Improvements on any part of the Lot. Prior to the commencement of construction of any Residential Dwelling or other Improvements on any Lot or existing Residential Dwelling, the Lot Owner/Builder shall submit to the NWCCI ACC plans and specifications and related data for all such improvements, which shall include the following:

- A. Two (2) copies of a professionally drawn and dimensioned site development plan signed and sealed by an Architect, Designer and/or Engineer licensed to practice in the State of Texas



indicating the location of any and all Improvements, including, specifically, the Residential Dwelling to be constructed on the Lot, the location of all driveways, walkways, decks, terraces, patios, ancillary equipment and outbuildings and the relationship of the same to any set-back requirements applicable to the Lot or Residential Dwelling.

- B. Two (2) copies of a professionally drawn and dimensioned site surface drainage plan signed and sealed by an Architect, Designer and/or Engineer licensed to practice in the State of Texas indicating the location of ancillary equipment (air conditioning condenser(s)), flow arrows, swales, surface drains and underground piping for surface drainage.
- C. Two (2) copies of a professionally drawn, signed and sealed by an Architect, Designer and/or Engineer licensed to practice in the State of Texas of foundation plans, floor plans, electrical plans, roof plans and exterior elevation drawings of the front, back, and sides of a Residential Dwelling to be constructed on the Lot.
- D. Two (2) copies of written specifications and samples indicating the nature, color, type, shape, height and location of all exterior materials to be used in the construction of the Residential Dwelling on the Lot or any other Improvements thereto, including, without limitation, the type and color of all brick, stone, stucco, roofing and other materials to be utilized on the exterior of a Residential Dwelling and the color of paint or stain to be used on all doors, shutters, trim work, eaves and cornices on the exterior of such Residential Dwelling.
- E. Two (2) copies of the lighting plan, including specifications, signed and sealed by a Company/ Designer licensed to practice in the State of Texas, for any exterior lighting to be utilized with respect to the Lot or Residential Dwelling.
- F. Two (2) copies of the landscaping and irrigation plans signed and sealed by a Company/ Designer licensed to practice in the State of Texas, prior to the installation of any landscaping or irrigation.
- G. One set of exterior material and exterior color samples including samples of exterior paint, stain, stone, brick, siding, trim, shingles, etc. In lieu of actual samples for these items, brochures/color pictures, with manufacturer and product name and number are acceptable, and may be submitted via email.
- H. A written statement of the estimated date of commencement, if the proposed Improvement is approved, and the estimated date of completion.
- I. Such other plans, specifications or other information or documentation as may be required by the NWCCI Deed Restrictions or the NWCCI ACC.
- J. Prior to construction commencement a Construction Deposit Agreement shall be signed and submitted by the Lot Owner/Builder. The required \$2,500.00 Construction Deposit shall be submitted no later than two weeks prior to the confirmed construction commencement date.
- K. A height survey signed and sealed by a Surveyor licensed to practice in the State of Texas, for height verification of finished grade to the highest roof point of the Residential Dwelling shall be provided by the Lot Owner/Builder upon completion of framing.
- L. It is recommended that preliminary plans be submitted to the NWCCI ACC for initial review and comment to minimize/eliminate unnecessary additional costs for plan and specification revision.

#### **Procedure for Plan/Design Approval**

- A. The Lot Owner/Builder submits two sets of Residential Dwelling plans with specifications (documents) that are in accordance with the NWCCI Deed Restrictions and NWCCI ACC Guidelines for Builders/Home Owners.
- B. The NWCCI ACC shall review the documents for compliance with NWCCI ACC requirements and one set of documents will be returned to the Lot Owner/Builder marked Approved, Approved with Comment or Disapproved (with comment). Both sets of documents shall be signed by the NWCCI ACC Chairman and the Lot Owner/Builder.



- C. In the case of determined non-conformances, the NWCCI ACC will inform the Lot Owner/Builder and provide comments on the Approved with Comment or Disapproved documents identifying the non-conformances and what revisions are required within 30 days, one set of documents to be returned to the Lot Owner/Builder. Both sets of documents shall be signed by the NWCCI ACC Chairman and the Lot Owner/Builder.
- D. The Lot Owner/Builder shall incorporate the revisions and resubmit two sets of the revised documents. The NWCCI ACC will have an additional 30 days to review and approve or disapprove the resubmitted documents.
- E. Upon approval, the NWCCI ACC will execute and sign a Formal Approval Letter and prepare it for issue it with a set of the approved documents to the Lot Owner/Builder. The approval is not official until the letter and documents have been returned to the NWCCI ACC with the Lot Owner/Builder's signature. A copy of the signed letter and one set of signed documents will be returned to the Lot Owner/Builder.
- F. Upon acceptance and plan approval for construction of a Residential Dwelling in Nottingham West, the Lot Owner/Builder will be required to contact the owners, by letter, of existing residences abutting to and directly across the street from the lot on which the new Residential Dwelling will be built, and provide the following information:
- The Lot Owner/Builder's name and/or designated superintendent or subcontractor contact information (telephone number, email address, etc.)
  - The Lot Owner/Builder's company name and contact information (address, telephone number, email address, etc.)

This is to provide direct access for these lot owner(s) to report any issues to the Lot Owner/Builder that may occur during construction and be in conflict with the NWCCI Deed Restrictions and/or NWCCI ACC Guidelines and Procedures for Submitting New Home Construction Plans. This also provides a vehicle for discussion and understanding between the lot owner(s) and the Lot Owner/Builder to minimize conflicts and maintain a positive relationship throughout the construction process.

Please be advised that the NWCCI ACC Master Redevelopment Plan is required to be adhered to for Residential Dwelling Additions to and Residential Dwelling Remodeling of Existing Residential Dwellings as well as New Residential Dwellings.

Further, the requirements may be adjusted by the NWCCI ACC for an addition to and/or remodeling of an Existing Residential Dwelling depending on the complexity, detail of construction and scope of the addition and/or remodeling to be done.

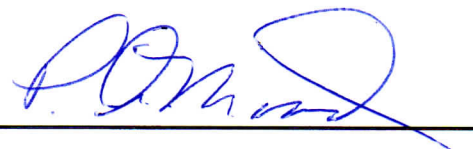
Nottingham West Civic Club, Inc.  
Architectural Control Committee

Rosanna Hinde, President NWCCI



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Preston Mood, Chairman ACC

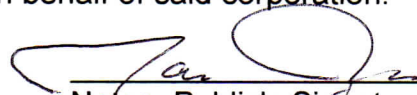


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State of Texas

County of Harris

This instrument was acknowledged before me on July 23, 2014 by Rosanna Hinde, President of Nottingham West Civic Club, Inc. (NWCCI), a Texas corporation, and Preston Mood, Chairman of NWCCI Architectural Control Committee, on behalf of said corporation.

  
Notary Public's Signature

