



**Maplewood Civic Club Architectural Committee (AC)**  
**PMB 280, 5300 N. Braeswood Blvd #4, Houston, TX 77096-3307**  
**maplewoodcivicclub.org**

### **Construction Plans Submission**

Property owner(s) name: \_\_\_\_\_

Property owner(s) signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Construction site address: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beginning and ending construction dates: \_\_\_\_\_

Contractor name: \_\_\_\_\_

Contractor address: \_\_\_\_\_

Contractor phone: \_\_\_\_\_

Fill out the form and submit the following:

- Site survey. City construction permits require the slab elevation above the flood plain on the survey or the plans.
- Demolition plan.
- Scaled and dimensioned architectural, structural, mechanical, electrical and plumbing plans. The plans should be ready for city permitting if a permit is required for the project.

Send to the AC at the above address, by hand or by email to [ac@maplewoodcivicclub.org](mailto:ac@maplewoodcivicclub.org).

The AC will review it, inspect the site and reply in writing within thirty days. If it disapproves your proposal, it will state the reasons and indicate in a general way the type of plans and specifications it would approve. You may reapply at any time.

Three things to remember: City permit applications require the owner or authorized representative to sign a declaration that the project does not violate the deed restrictions. It is the homeowner's responsibility to obtain any necessary city permits. Per the restrictions, failure to submit plans to the AC prior to construction is in itself a violation of the deed restrictions.

You can get a composite copy of the deed restrictions at [maplewoodcivicclub.org](http://maplewoodcivicclub.org).

Robert Baumgartner,  
Chairman  
713-541-9545