



Westbury Civic Club – House Plan Review

- Applicant shall provide **one set of scaled, reduced-size drawings depicting ALL proposed revisions with reference to property survey boundaries and building line setbacks.**
- Plans may be submitted electronically via email – westburycc@sbcglobal.net or dropping off hard copies at our office, 5322 W Bellfort, Ste 100. There is a drop slot at the bottom of the door.
- The drawings turned into the WCC office may need to include a demolition plan, concrete pavement plan, elevation plan, or side views of additions if applicable.
- All drawings must be legible.
- The WCC shall retain the drawings turned in for our records.

Date Submitted to WCC:

Applicant Information:

Property Owner Name(s):

Property Owner Mailing Address:

Property Owner Contact Information

Phone1

Phone2

Phone3

Email

Other Contact Information (Builder / Architect), if applicable:

Project Information:

Street Address of Proposed Modification:

Legal Description of Address (Block #, Lot #, Section):

Describe the Proposed Revisions: *(Please use a separate page if needed)*

As a service to our residents, volunteers at the Westbury Civic Club review proposed construction plans free of charge and provide feedback. Their feedback in no way constitutes a legal opinion as to whether the proposed plans comply with the applicable deed restrictions. Neither the Westbury Civic Club nor individual volunteers have the authority to waive, amend, or alter any existing deed restrictions.

All proposed construction must comply with the applicable set of deed restrictions. It is the full responsibility of the homeowner and builder to ensure compliance with the deed restrictions and City of Houston building codes and permits. We strongly urge you to consult with an attorney to determine whether your proposed construction plan complies with the applicable deed restrictions. Copies of Westbury's deed restrictions are available on the official website for the Westbury Civic Club, www.westburycrier.com.