

**SHARPSTOWN CIVIC ASSOCIATION, INC.**  
**DRIVEWAY DESIGN AND MATERIALS POLICY**

Sharpstown Civic Association, Inc. is a Texas Non-Profit Corporation governed by a Declaration of Covenants, Conditions and Restrictions filed of record in the Real Property Records of Harris County, Texas. This Driveway Design and Materials Policy is made and adopted pursuant to the authority granted by the Declaration of Covenants, Conditions, and Restrictions, the Bylaws, Articles of Incorporation, and pursuant to the authority granted to the Board of Directors in Section 204 of the Texas Property Code.

The following Driveway Design and Materials Policy is effective Nov. 1, 2020, and is applicable to all Owners, tenants, families, and guests. All Owners are responsible for the instruction and supervision of their families, tenants, and/or guests as to the provisions of the Declaration of Covenants, Conditions and Restrictions, Bylaws, Rules and Regulations, and Policies. Owners must provide a copy of these documents to their tenant(s) when they occupy the property.

**DRIVEWAY DESIGN AND MATERIALS POLICY**

**TYPES OF DRIVEWAYS**

- 1.1 **Introduction.** By creation of this Policy, the Association recognizes that society's utilization and reliance upon vehicles has changed significantly since the Association was first created. Accordingly, the reasonable requirements for a typical family within the Association may, in some circumstances, no longer be met by driveways which were designed and constructed using materials and dimensions in common use during the 1950s. For example, a single family residential Lot with four residents over the age of sixteen may require sufficient parking space for four (4) or more vehicles—a single driveway twenty feet long and ten feet wide is insufficient for the needs of that home. This Policy provides procedures and limitations for the alteration, expansion and creation of such driveways, insofar as they conform with the requirements herein.
- 1.2 **Definitions.**
- 1.2.1 "Driveways" shall be an inclusive term for "Residential Driveways," "Peripheral Driveways," and "Turnarounds" as defined herein below.
- 1.2.2 "Peripheral Driveways" shall be all driveways which do not meet the requirements of Residential driveways.
- 1.2.3 "Residential Driveways" shall include those driveways built for the purpose of accessing the primary residential dwelling constructed on a Lot. Residential driveways must directly abut to the Lot's garage, and may be connected to one or more primary dwelling entrances via sidewalks or other artificial paths.

1.2.4 "Turnarounds" shall mean a driveway designed for linear ingress to and egress from the same lot, consisting of two (2) sets of curb cuts.

### MATERIALS & FEATURES

- 2.1 **Permitted Materials.** Unless otherwise provided herein, all driveways in the Association shall be constructed of professionally-poured concrete with a thickness of at least 4", with integral rebar, and a minimum rating of 4000 PSI..
- 2.2 **Prohibited Materials.** When constructing or expanding a driveway, the use of pavers, bricks, concrete strips, poured asphalt, compacted earth, wooden platforms, or any other material other than concrete is strictly prohibited. Use of stamps, stencils, patterns and colors is prohibited without express Board approval.
- 2.3 **Branches and Dead Ends Prohibited:** All Driveways must lead from the street to a garage entrance, or in the case of Turnarounds, back to the street. No Driveway may contain branches or dead ends which terminate (1) in the middle of the Lot's yard; (2) at a fence; or (3) at a residential entrance.
- 2.4 **Back Yard Access Prohibited:** No Driveway is permitted to allow vehicular access to, parking or storage of vehicles in the back yard of any Lot. This provision does not apply to Lots with detached garages and/or garages positioned towards the rear of the affected Lot.
- 2.5 **Secondary Driveways.** Secondary Driveways are considered to be Peripheral Driveways, and may only be installed with the express written authorization of the Board of Directors.

### PLACEMENT

3.1 **Generally.** Driveways shall be consistent with the overall image and character of the community. They shall be located and designed to minimize their visual and aural impact on neighboring properties. They are to be constructed on natural grade using materials that are consistent with other driveways in the neighborhood, and these policies. Further, the size of a driveway shall be appropriate for the size of the property on which it is located. Specifically:

Garage Capacity / Width	Driveway Width (Max)
1 car	14 ft. at sidewalk
2 car (traditional, not tandem)	20 ft. at sidewalk
3+ cars (traditional, not tandem)	Case by case
Dual / Other / Nonstandard	Case by case

3.2 **Compliance with Association.** All Driveways must strictly adhere to the placement and setback requirements found in the Association's Covenants, Conditions and Restrictions,

RP-2020-524143

and in any filed Builder Guidelines. Placement of all Driveways must be approved by the Board of Directors.

- 3.3 **Compliance with City.** All Driveways must strictly adhere to the placement and setback requirements found in the plat maps filed with the City of Houston, Harris County, Texas. All driveway modifications or alterations must be approved by the City of Houston permit office. All driveways must meet and/or exceed the City of Houston requirements for storm water drainage and percentage of impervious surfaces.
- 3.4 **Specific Prohibitions.** No Lot may pave over their entire yard, whether front of back, or a significant percentage thereof. No Driveway may be constructed nearer than three (3) feet from any side lot line, excepting those portions of a driveway located between the sidewalk and the street.
- 3.5 **Turnarounds.** Turnarounds are expressly prohibited without written Board approval, and will be approved only in limited circumstances at the sole discretion of the Board, e.g. perimeter streets, high-traffic volume, above-average speed limits.

#### **MODIFICATION**

- 4.1 **Approval Required.** Additions/alterations to existing driveways are to incorporate the same material, color and detailing as the original driveway and shall be submitted for review and approval.
- 4.2 **Grading.** Changes in grade or drainage pattern must not adversely affect adjoining properties. If an adjacent property is adversely affected, the owner of the driveway is responsible for correction.
- 4.3 **Curb Cuts.** Driveways shall only connect to the street where curb cuts have been provided. No curb cut extensions are permitted without City and Association approval, and in no event shall curb cut extensions be granted in excess of the size limitations described in Section 3.1.

#### **SUBMISSION REQUIREMENTS**

- 5.1 **Generally.** Extensions, modifications or additions to driveways require review and approval prior to installation and will be considered only if there is no adverse aesthetic or drainage impact on adjoining Lots. Driveway extensions must be of a size and scale which will complement the property, rather than become a focal point. Extended driveways may not be used for parking inoperable, commercial, recreational or unused vehicles. The sealing and proper maintenance of driveways is required.
- 5.2 **Professional Contractor Required.** All extensions, modifications or additions to driveways must be performed by a professional contractor who is licensed, bonded and/or

insured, to the standards set forth in Section 2.1. "DIY" driveway alterations are strictly prohibited.

5.3 **Requirements.** All proposals must include:

5.3.1 A copy of the existing official record plat showing the house, property lines and easements, existing driveways, fencing, accessory structures, and the location of the proposed driveway.

5.3.2 Scale-accurate site-map or survey showing the location of the proposed driveway.

5.3.3 If grading is involved, a plan showing the change in grade and any planned retaining walls will be required.

5.3.4 A description of the proposed paving materials.

5.3.5 Approved permit from the City of Houston.

5.4 **Completion Deadline.** Construction shall be completed within twelve (12) months of Board approval.

**MAINTENANCE**

6.1 **Generally.** Driveways must be maintained in keeping with Sharpstown Civic Association, Inc.'s governing documents. Weeds and stains are to be removed and if necessary, appropriate materials applied to prevent future weeds.. If changes to a previously approved or installed driveway are desired, a new Design Review Application is required and must be submitted for review and approval prior to making any changes.

Adopted by vote of the Board of Directors of Sharpstown Civic Association, Inc., at a meeting held on October 12, 2020.

Signed this the 16<sup>TH</sup> day of OCTOBER, 2020.

SHARPSTOWN CIVIC ASSOCIATION, INC.

BY: Matthew Wine

Printed name: Matthew Wine, Board Member

BY: Charmane LeBlanc

Printed name: CHARMANE LEBLANC, Board Member

RP-2020-524143

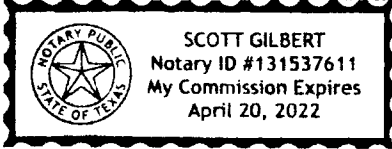


STATE OF TEXAS §

ACKNOWLEDGMENT

COUNTY OF HARRIS §

This instrument was acknowledged before me on this the 16<sup>TH</sup> day of OCTOBER, 2020, by CHARMAINE LE BLANC, as a Member of the Board of Directors of Sharpstown Civic Association, Inc., on behalf of said Association.



A handwritten signature in black ink, appearing to be "Scott Gilbert", written over a horizontal line.

Notary Public in and for the State of Texas

RP-2020-524143

RP-2020-524143  
# Pages 8  
10/29/2020 11:19 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
CHRIS HOLLINS  
COUNTY CLERK  
Fees \$42.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



A handwritten signature in black ink, appearing to be "C. Hollins", is written over the printed name and title.

COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP-2020-524143