

REQUEST FOR BRIARGROVE PARK ARCHITECTURAL CONTROL
COMMITTEE REVIEW

Briargrove Park Property Owners, Inc.

2301 SEAGLER ROAD – HOUSTON, TEXAS 77042

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<http://www.briargrovepark.org>

Any New Construction or requests for Additions must be submitted to the ACC three (3) weeks prior to ACC meeting; any other requests to the ACC must be submitted one (1) week prior to the ACC meeting. No exceptions. The ACC Meeting is held the first Wednesday of each month.

Date: _____

Owner's Name: _____

Street Address: _____

Phone Numbers: _____ Home _____ Cell

_____ Office

Email Address: _____

Lot _____ Block _____ Section _____

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- A. ALL NEW CONSTRUCTION _____
 - B. ONE-HALF STORY ADDITION _____
 - C. ADDITION TO RESIDENCE (That affects exterior footprint):
 - 1. A. BEDROOM _____ B. BATHROOM _____ C. LIVING AREA _____
 - D. KITCHEN _____ E. STORAGE _____ F. OTHER _____
 - 2. DRIVEWAY _____
 - 3. POOL/SPA _____
 - 4. CARPORT _____
 - 5. PORTE-COCHERE _____
 - 6. PATIO _____
 - 7. CHILDREN'S PLAY STRUCTURE _____
 - 8. OTHER _____
 - 9. DESCRIPTION OF CONSTRUCTION: _____

 - 10. ESTIMATED DATE OF COMPLETION: _____

CONTACT INFORMATION:

Name of Architect/Designer: _____

Phone: _____ Email: _____

Name of Builder: _____

Phone: _____ Email: _____

By signing below, I acknowledge I have read and understand the Briargrove Park Deed Restrictions, Briargrove Park Architectural Guidelines and Specific Plan-submission Requirements. I also acknowledge and agree that all plans submitted are designated "for construction" and that no preliminary work or construction will commence until this submission is approved in writing by the Briargrove Park Architectural Control Committee.

Signature of Property Owner

Date

**CHECKLIST FOR SUBMITTING PROPOSED PLANS TO THE
BRIARGROVE PARK (BGP)
ARCHITECTURAL CONTROL COMMITTEE (ACC)**

IMPORTANT NOTES - PLEASE READ!

- Names and contact information for the 1) homeowner, 2) builder and 3) designer or architect must be supplied to the BGP office to secure plan-approval documents from the ACC.
- **Each set of plans must be collated and stapled if not sent electronically.**
- Plans must be submitted to the BGP office three (3) weeks prior to the next scheduled ACC meeting to allow time for outside review. **ACC meets the first Wednesday of the month.**
- A fee of \$275 must be paid before plans are submitted to the outside architect for review. The fee will cover two (2) reviews of the plans (one initial and one revised).
- A \$500 inspection-fee deposit must be paid when plans are submitted and will be returned to the homeowner after the final inspection. **The homeowner must notify the BGP office fifteen (15) days after completion of construction in order to schedule the final ACC inspection that verifies the 'as built' structure conforms to the BGP Deed Restrictions and the BGP Architectural Guidelines.**
- **Office personnel cannot review plans and are not authorized to do so. It is your responsibility to ensure that your plans are complete. It is required that port-a-cans be concealed with fencing or lattice.**

SPECIFIC PLAN-SUBMISSION REQUIREMENTS:

1. Electronic Plans Submittal to bgphoadropbox@gmail.com OR
2. Three (3) sets of complete and accurately-scaled and legible plans **designated to be used for construction.** **All** of the following must be shown on the submitted and revised plans:
 - Floor plan for all floors (Demolition plans if applicable).
 - All elevations showing roof pitches, heights of all roof ridges, and materials of roof and walls.
 - If the project concerns the garage, plans must show the highest roof ridge of the residential dwelling on the lot.
 - Roofing materials: Shingles must have a minimum 30-year manufacturer's warranty, and the color and manufacturer's name must be on plans. The felt underlayment for composition roofs must have a weight of at least 30 pounds.
 - All building materials, both existing and new, must be shown on the plans. Must state that new materials "Matching Existing."
 - Percentage of brick (dwelling and garage together) must be at least 60 % if built after 5/20/13 and at least 51% if built before 5/20/13. NO stucco allowed.
 - Dwelling (together with garage) footprint must be shown as percentage of the stated lot area (Maximum allowed for one story is 47%. One-and-a-half story or 2 story is not to exceed 42%.)
 - Location of post light (gas, electric or solar) must be shown on plans at front of lot. Additionally, corner lots require a second post light on the side street.
 - Garages facing a street must be 30 feet back from the front of the house and carports must be 20 feet back from the front of the house.
3. A drainage plan is required for a new residential dwelling and/or a major addition to an existing residential dwelling.
4. Site plan (dimensioned survey) showing:
 - Existing and proposed buildings.
 - All boundary lines, easements, building lines and setbacks.
 - Patios, driveways, sidewalks, post light(s) etc.
 - Location of all trees and type of tree-fencing protection to be used during construction. No construction debris or building material allowed inside the protective tree fencing.
5. A foundation plan is required for new residential dwelling and/or a major addition to an existing residential dwelling.

For further information, you are encouraged to review the BGP Deed Restrictions and the BGP Architectural Guidelines on the BGP Website (www.briargrovepark.org) or pick up a printed copy at the BGP office.