

***Briarbend Community
Improvement Association***

**ARCHITECTURAL CONTROL COMMITTEE
SUBMITTAL FORM**

Date: _____.

Owner: _____.

Property Address: _____.

Home Phone: _____ Work Phone: _____.

Submitted by: _____.

Type of Improvement: _____

Submittals (Check Appropriate):

- | | | |
|---|--|---|
| <input type="checkbox"/> Color Samples | <input type="checkbox"/> Brick Sample | <input type="checkbox"/> Elevations |
| <input type="checkbox"/> Pictures | <input type="checkbox"/> Plan Material Information | |
| <input type="checkbox"/> Material Samples | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Construction Plans |
| <input type="checkbox"/> Specifications | | |

NOTE: All improvements other than painting will require a layout of the improvements on a lot plan.

Signature of Homeowner

Construction Start Date

Date Submitted

Projected Completion Date

Return completed form to: Briarbend Community Association
P.O. Box 572836
Houston, Texas 77257-2836

(or e-mail the form to architecture@briarbend.org and ACC shall retrieve samples, sketches or plans from the homeowner.)

Briarbend Community Improvement Association

ARCHITECTURAL CONTROL COMMITTEE PROCEDURES FOR APPROVAL

The Architectural Control Committee (ACC) of the Briarbend Community Improvement Association is charged with the responsibility of protecting the integrity of the subdivision in accordance with the provisions of the Deed Restrictions for all sections of Briarbend. Before any building, fences, wall, or other structure or improvement of any nature is placed, constructed or erected on any Lot, and before any exterior addition to, or change or alteration thereto, is made, the construction plans and specifications must be submitted to, and approved in writing by the ACC. The ACC's review focuses on (a) conformity and harmony of external design and location in relation to the surrounding structures, (b) quality of workmanship and materials, and (c) conformity to the Deed Restrictions.

All Lot Owners (and their leaseholders or renters should the Lot's structures be leased or rented) should have a copy of the Briarbend Deed Restrictions. They can be obtained from the Board of Directors for a small fee or accessed for free at www.Briarbend.org.

Any plans and specifications submitted to the ACC must include the following required documents and information:

1. Completed and signed "Architectural Control Committee Submittal Form". Such form is attached to this document.
2. A site plan showing the location, with dimensions, of the improvement/alteration in relation to existing structures and lot lines. The site plan should also show, with dimensions, the orientation of the improvement/alteration with respect to streets, walks, minimum set-back lines, easements, and any neighboring structures. The survey or plat you received when you bought the property can be used for this purpose.
3. An elevation plan showing the nature, shape, height, and widths of the improvement/alteration (with dimensions).
4. A list or description of the material to be used.
5. Construction plans and specifications concerning any mechanical, electrical, or plumbing improvements/alterations to be made, if appropriate.

Briarbend Community Improvement Association

About the Application

1. Sufficient detail should be provided to enable the Committee to clearly understand the improvement/alteration. Dimensions that accurately locate the improvement/alteration on the Lot are particularly important. The more detail that is provided, the sooner the design review can be completed and approval given.
2. Documents that are larger than legal size paper (8-1/2 x 14) are to be submitted in duplicate. The ACC does not have the facilities to copy documents larger than legal size paper, and two complete sets are needed: one set for the Committee files and one set to be returned to you with the ACC's decision of approval (or disapproval) affixed.

About the Review

1. The committee may contract consultants to assist in the review of the applications for design approval. Such consultants may contact you regarding detail design consideration.
2. The ACC conducts meetings once a month, or as necessary. Submitted "Architectural Control Committee Submittal Form" applications are reviewed at this time.
3. It is prudent to obtain ACC approval before obtaining any city construction permits.
4. Approval by the ACC does not waive your requirements to comply with any federal, state, county or local laws, ordinances, or statutes.
5. The ACC shall respond within 30 days or less. If no response is received, the Form is deemed denied.)