

Old Braeswood Property Owners Association

Plan Review Instructions for All Projects

Plan review by the Old Braeswood Architectural Review Committee (ARC) is required for all new construction and for remodeling projects that impact the exterior of a home, garage, fence or outbuilding.

Review is not required for interior remodeling that does not include any exterior changes. However, projects such as window, door and siding replacement, fences and walls, retaining walls, walkways, driveways, roofs, solar panels, and color changes (paint), must be submitted for approval under the “Site Feature” category. These reviews take only a few days once a complete submission is received.

To assist property owners and the Old Braeswood Architectural Review Committee (ARC) to move through the review process efficiently, it is strongly recommended that you request and attend a Process Review Meeting, along with your architect and contractor, where guidelines, roles and responsibilities, points of contacts, and the process in general will be reviewed and questions answered. You may request a meeting by sending a message to ARC@OldBraeswood.com.

The ARC endeavors to review plans for new construction and additions within 30 days. Please be aware that the review clock does not begin until all required items have been received and are in order. You will be notified when your submission is complete and ready to progress to the formal review stage. Please be aware that this is a collaborative process that changes may add weeks to the process.

Experience has shown that throughout a construction project, changes may be needed. For example, materials that were submitted and approved may not be available to meet construction schedules and alternatives may be needed. ARC understands these circumstances and has provided a Change Request for use in these circumstances to assure changes meet the requirements.

Please complete and return the following items to the address listed below to facilitate review of your plans. Send a message to info@OldBraeswood.com to request item #1 below.

- 1. Signed *Application and Agreement* for Review of Plans
- 2. *Contact Form*
- 3. *Review Fee* made payable to *OBPOA* (see page 2)
- 4. *Survey*
- 5. *Site Plan*
- 6. *Submission Checklist*
- 7. *Construction Plans*. Include all items outlined in the *Submission Checklist*. Plans are to be submitted electronically in PDF format to ARC@OldBraeswood.com.
- 8. *Materials & Samples*. Actual physical samples of brick, stone and stucco or siding (may only be used minimally), and color selections for exterior finishes must be submitted. Be sure to mark all samples with your name, telephone # and project address. Drop off location to be provided.
- 9. *Form Survey* to be submitted at the beginning of construction and prior to concrete pour for new construction and additions.
- 10. *Height Survey* to be submitted at the end of framing and prior to roofing and cladding new structures and additions.

(Continued on reverse)

Review Fees: (Based on total square fee of added or remodeled space)

- | | |
|--|----------------------------------|
| (a) New home construction | \$1,000 |
| (b) Renovation/Addition | \$250 |
| (c) Garages and other outbuildings | \$250 |
| (d) Late fee (projects begun without prior approval) | \$500 |
| (e) Window, door, or garage door replacement | \$100 |
| (f) Fences, hardscape and or other "Site Features" | \$100 |
| (g) Paint color changes and roof replacement | Free (submission still required) |

Submission: Send items 4 through 7 in PDF format to ARC@OldBraeswood.com, and mail the first three items (original forms and review fee) to:

*Old Braeswood POA (OBPOA)
PO Box 541346
Houston, TX 77254-1346*

Questions? Call (713) 807-1787 or send a message to ARC@OldBraeswood.com.

Updated 6/1/19

Old Braeswood Property Owners Association

ARC Plan Review Contact Form

Date: _____

Rec.# _____
(Office Use only)

Property Owner: _____

Property Address: _____

Mailing Address: _____

Phone Numbers: (Primary) _____ Alternate _____

Email: _____

Architect: _____

Mailing Address: _____

Phone Numbers: (Primary) _____ Alternate _____

Email: _____

Contractor: _____

Mailing Address: _____

Phone Numbers: (Primary) _____ Alternate _____

Email: _____

Project Description: _____

****THIS SECTION FOR INTERNAL USE ONLY****

House faces: _____ N _____ S. _____ E. _____ W. Lot Sq. Ftg. _____

Residence setbacks: _____ feet from front property line: _____ N. _____ S. _____ E. _____ W.

Garage Setbacks: _____ feet from front property line: _____ N. _____ S. _____ E. _____ W.

Notes: _____

APPLICATION
AND AGREEMENT FOR REVIEW AND APPROVAL OF PLANS
FOR CONSTRUCTION OR ALTERATION OF IMPROVEMENTS IN
OLD BRAESWOOD

**TO: THE ARCHITECTURAL REVIEW COMMITTEE,
OLD BRAESWOOD PROPERTY OWNERS ASSOCIATION**

1. The undersigned (“Owner”) is the owner (s) of Lot____, Block____, Section ____, Braeswood Addition (the “Lot”), also known as _____, Houston, TX 77030. Owner understands that the Lot is subject to certain restrictive covenants (the “Restrictions”) of record in Harris County, Texas, which govern construction on and use of lots in Braeswood Addition generally, and in particular, of the Lot. A copy of the Restrictions applicable to the Lot will be furnished to Owner on request.
2. Old Braeswood Property Owners Association (“OBPOA”) is empowered by its charter and By-laws to review and approve plans for construction or alteration of improvements in Braeswood Addition, and to enforce the Restrictions.
3. Owner is contemplating certain improvements or alterations to certain improvements (the “Project”) situated or to be situated on the Lot. Owner herewith submits plans (the “Plans”), for the Project for architectural review and approval by the Architectural Review Committee (the “ARC”) of OBPOA for compliance with the Restrictions and to ensure suitability and harmony of the structure and materials with neighboring property.
4. In consideration of the review of the Plans by the ARC, in addition to any fee to defray costs, Owner agrees to the following terms and conditions:
 - a. The Plans submitted are the final working plans, and will be retained by the ARC as a record of the approved Project. Any material change in the Plans, including the siting of the improvements, requires re-submission to and further approval by the ARC. Owner agrees to notify the ARC when the Project has been staked (if applicable) and agrees to a siting inspection by the ARC before continuing with the Project.
 - b. Owner agrees to build, use and maintain the Project and the Lot, during construction and at all times thereafter, (i) according to the Plans as approved by the ARC, subject to any changes required by the ARC, and not otherwise, and (ii) in complete compliance with the Restrictions; and Owner agrees that OBPOA shall be entitled to equitable remedies if Owner fails to do so. Owner agrees that interpretation of the Restrictions by the ARC or OBPOA as they apply to the Project and to the Lot shall be final and conclusive.
 - c. Review and approval of the Plans by the ARC is on behalf of OBPOA only, and does not constitute approval on behalf of, nor guarantee approval by, the City of Houston, Harris County, any lender, or any other person or organization. Owner consents to posting a notice of this application on the OBPOA web site.
 - d. Owner will furnish such additional materials and records under Owner’s control and relating to the Project as may be requested by the ARC, and hereby grants access to the Lot and to the Project for inspections and measurement by the ARC and its representatives and contractors. Work will not commence at the site until Owner receives an ARC conditional approval letter. Verbal approvals do not satisfy the Restrictions and may not be given nor relied upon.

5. Owner will allow 30 days for review by the ARC. When the review is complete Owner may receive a conditional approval letter or a request for revisions to the Plans. Any special conditions applicable to the approval will be set out in the letter. When the Project is completed in accordance with approved Plans and the Restrictions, final approval will be recorded in the real property records of Harris County, Texas, by the ARC. Submittals must be complete in order for a review to begin. Therefore, incomplete submissions may result in a longer review period.

6. Owner represents that this application is accompanied by complete and correct Plans for the Project, which are hereby submitted for review and approval in accordance with the above terms and conditions.

Dated _____, 201__.

Owner:*

Name (Please print)

Name (Please print)

Name (Please print)

***All co-owners of the Lot must sign. Husband and wife should sign "John Jones" and "Mary Jones", not "Mrs. John Jones".**

Old Braeswood POA

ARC Submission Checklist

Date: _____

Owner Name: _____

(Old Braeswood Property Address)

Thank you for contacting the ARC about your new construction project. This Checklist is a tool to assist you in understanding what is expected in an application and submission of this form does not trigger the review process to start.

The ARC endeavors to review plans for new construction and additions within 30 days. Please be aware that the review clock does not begin until all required items have been received and are in order. You will be notified when your submission is complete and ready to progress to formal review.

Submission requirements are listed below. Those that are checked have been received. The remaining item(s) are awaiting submission, which must be received before the review can begin.

Project Description:

- | | | | | |
|--|---|----------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> New SF Residence | <input type="checkbox"/> Addition | <input type="checkbox"/> Remodel | <input type="checkbox"/> Site Feature | <input type="checkbox"/> Other |
| <input type="checkbox"/> Exterior Alteration | <input type="checkbox"/> Windows/ Doors/Garage Door Replacement | | | |
| Solar Panels | | | | |

Review Fee: Please submit review fee of \$_____. For New Construction and additions, the review fee is based on _____ Sq Ft of improved space (interior and exterior).

Forms:

- A. "Contact Form"
- B. "Application and Agreement" signed by all owners
- C. Construction Plans, Details, Specifications and Samples (see below)

Construction Plans (to be submitted in PDF format):

- 1. Site Plan: Please show property lines, trees, right-of-way trees and sidewalks.
- 2. Survey: Provide a recent survey showing setbacks, fences, easements (including aerial), and trees on the property, easements, elevations of natural grade as well as state elevation of 500-year flood plain.
- 3. Full set of Construction Plans including floor plans, foundation plan, electrical, plumbing, and HVAC. Show elevation of HVAC if required by City of Houston (COH).
- 4. Renderings (all sides)
- 5. Elevations (all sides)
- 6. Height dimensioned on elevations to ridgeline and to top of chimney
- 7. Sufficient detail of exterior showing trim around doors, windows etc.
- 8. Proposed locations of HVAC Compressors and Generators
- 9. Drainage Plan (as planned to be submitted to the COH)
- 10. Landscaping Plan including paved areas and sidewalks (4 ft in width max.)
- 11. Pool Site Plan (if any)
- 12. Pool Equipment (if any) noted on Pool Site Plan

Windows:

- 13. Cutsheets showing detail and cut-away-view with manufacturer and series information; window cutsheets must include profile of muntins (if any).
- 14. Window Schedule (showing location and dimensions of each window)
- 15. Sample of exterior finish (*Actual sample required unless window series is on approved list. If on approved list, an image showing color is sufficient.*)

Doors:

- 16. Cutsheets showing detail and cut-away-view with manufacturer and series information for front door and other exterior doors
- 17. *Sample* of exterior finish

Garage Door(s):

- 18. Cutsheets showing detail and cut-away-view with manufacturer and series information
- 19. *Sample* of exterior finish

Fences and Gates:

- 20. Plans showing materials, height and dimensions of fences
- 21. Siteplan to include fence locations

Exterior Materials & Samples

- 22. Brick (include up to 4 *actual bricks* showing range of color selection)
- 23. Stone for residence (*actual sample* min. 12"x 12")
- 24. Stone or other walkway material (*actual sample* min. 12"x 12")
- 25. Stucco (*actual sample* min. 12"x 12")
- 26. Tile (*actual sample* min. 8"x 8")
- 27. Siding (actual sample of replacement siding allowed only for Sections 2 and 3)
Not applicable to this project.

Exterior Color Samples

- 27. In addition to samples provided for doors and windows, please include color samples for façade, trim etc. Samples may be submitted electronically, although if greater clarity is needed you may be required to submit an actual paint samples of at least 4"x 4".

Roof materials & Samples

- 28. Roof shingle or other roof material actual sample(s) must be included and must show color selection
- 29. Roof material cutsheets showing detail and cut-away-view of roof shingle composition with manufacturer and series information

Notes/Other:

OBPOA Fence Approval by Adjacent Neighbors

To: OBPOA ARC
PO Box 541346
Houston, TX 77254-213456
ARC@oldbraeswood.com

Dear ARC:

I am the owner of property adjacent to _____ and I
(Address)
am aware of pending alterations or replacement of the fence between my
property and my neighbor's.

By way of my signature below, I am (check one):

- In SUPPORT of
- NOT in support of

the proposed changes.

Sincerely,

(Signature)

(Printed Name)

(Physical Address)

(Telephone or email address)

OLD BRAESWOOD PROPERTY OWNERS ASSOCIATION

Construction Rules

These following rules have been adopted in response to numerous construction related complaints from residents over the past several years. We ask that you provide these to your construction crew and ensure compliance in order to minimize disruption to neighbors during the construction process.

1. **Communicate.** Let your neighbors know how to contact you and/or your contractor. Before construction begins, deliver a letter with your contact information, including cell phone numbers, to all adjacent property owners.
2. **Construction hours:** 7 a.m. to 6 p.m. Monday through Friday for exterior work, and 9 a.m.-6 p.m. on Saturdays. Please refrain from outdoor construction activity on major holidays. Sunday construction activities should be limited to interior work only after framing is complete and windows and doors have been installed.
3. **Maintain a clean jobsite.** Our residents take pride in the appearance of their homes and cars and like for them to remain clean. At the end of each work day, remove trash and debris from the yard or street. To help keep light weight trash from blowing to neighbor's yards, and to keep the local rodent population in check, please provide a permanent sealed container for luncheon trash and instruct workers to use it.
4. **Restore damaged curbs** to pre-construction condition or better.
5. **Sidewalks** should remain clean and unobstructed throughout the project. Install silt fences beside the sidewalk (part of city requirement S.W.P.D.) to keep dirt and fill on the site.
6. **Drainage.** No portion of the building site or lot should drain to another property per city ordinance. Remove mud and site debris from the street regularly.
7. **Protect Trees.** Install tree protection barricade around the root zones and beware of root compaction by heavy vehicles during construction which will kill trees. Care should also be taken not to damage the roots of trees during installation of sidewalks, irrigation, lighting or other landscaping features. For more information on tree protection and construction, visit www.TreesForHouston.org.
8. **Parking for workers** should be provided off-street or off-site when possible. Care should be taken to park at a sufficient distance from driveways so that access is maintained. Please ensure crews park in front of your property only. Special rules apply to certain areas with designated permit parking. Please contact the office for more information.
9. **Porta-cans/latrines** *shall face the rear of the property for which they are intended to be of service. These temporary facilities must be and to screened from view (on at least three sides) by erecting a temporary privacy fence around them. They must be located at the back of the property during construction and may never be placed forward of the front setback line, or in the public right-of-way (i.e., easement between the front property line and the street).*
10. **Form Survey** – provide a slab survey to the ARC when foundation is formed and in advance of any concrete pour. The survey will be reviewed and approval granted within 36 hours for compliant projects.
11. **Signs Prohibited!** Contractor and subcontractor signs are prohibited.

Old Braeswood Property Owners Association

Demolition Application

Dear Neighbor:

Review of demolition plans is required for all projects that include the exterior of a building or a garage, outbuilding or home. Demolition review is not required for interior remodeling projects that do not include exterior changes.

Notification of the status of applications will be send within 3 business days after receiving the requested information.

No Fees are assessed for processing demolition applications, but they are required.

Please submit the attached form to ARC@OldBraeswood.com or mail to:

*Old Braeswood POA (OBPOA)
PO Box 541346
Houston, TX 77254-1346*

If you have not already submitted plans for your replacement project, please do so as soon as possible. A separate application is required for plan review.

Questions? Call (713) 807-1787 or send a message to ARC@oldbraeswood.com.

Old Braeswood Property Owners Association

Demolition Application

Date: _____

Rec.# _____

(Office Use only)

Property Owner: _____

Property Address: _____

Mailing Address: _____

Phone Numbers: (w) _____ (h) _____ (cell) _____ (fax) _____

Email Address: _____

Demolition

Contractor: _____

Mailing Address: _____

Phone Numbers: (w) _____ (cell) _____ (fax) _____

Email Address: _____

Description of area being demolished: _____

Expected demolition date: _____

CenterPoint certification that gas has been shut off at meter received? _____

List adjacent neighbors/addresses: _____

Have neighbors been notified of the pending demolition? YES NO

Does home contain hazardous material that will need to be disposed of in accordance with Texas Hazardous Waste Regulations? YES NO

Will watering hose be used at all times during demolition? YES NO

Provide City of Houston Demolition Permit # here: _____

Old Braeswood Property Owners Association

FORM SURVEY & HEIGHT SURVEY

A **Form Survey** must be submitted to OBPOA before a new foundation can be poured. Please allow two full business days for the Committee to reply to the Form Survey submission.

A **Height Survey** must be submitted at the completion of simple framing, and prior to cladding with plywood and vapor barrier material (eg Tyvek).

These critical items will help to ensure your project is not delayed by the association as a result of improper setting of forms or construction that does not follow the approved plans.

Each survey should be submitted to OBPOA by email addressed to ARC@OldBraeswood.com.

AGREEMNT

I/We, the undersigned _____, agree to provide a form survey to OBPOA's ARC prior to pouring a foundation for my construction project.

I will submit the Form Survey to ARC@OldBraeswood.com:

Signature (Owner 1)

Signature (Owner 2)

Name (printed)

Name (printed)

Date: _____

Date: _____

Questions? Call (713) 807-1787 or send a message to ARC@OldBraeswood.com.