

# *Old Braeswood Property Owners Association*

## **Plan Review Instructions & Check List**

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, roof, fence, hardscape elements, pools, pergolas and siding replacement, must be submitted for approval under the “**Site Feature**” category. These reviews take only a few days once a complete submission is received.

You will be notified when your submission is complete and ready to progress to the committee for review. Please complete and return the following items to the address listed below.

- 1. Completed and signed *Application and Agreement* for review of plans
- 2. Completed *Transmittal Form for Small Projects*
- 3. Appropriate *Fee* payable to **OBPOA**
- 4. *Survey* and *Site Plan* (*Surveys needed for fences, hardscape features, pools & additions*)
- 5. **Construction plans** including elevations and/or sample materials if applicable. For new home construction projects, ensure a plan for new or replacement sidewalks is included. Plans are to be submitted electronically in PDF format to [info@OldBraeswood.com](mailto:info@OldBraeswood.com). Be certain to include *cut-sheets* for windows, doors, garage doors, and/or roof materials (website links are fine). Cut sheets must show cut-away view and the profile of muntins, if applicable.

Actual physical samples of brick, stone and stucco or siding (may only be used minimally), and color selections for exterior finishes will need to be submitted. Be sure to mark all samples with your name, telephone # and project address. You will be instructed of sample drop off location.

Be aware that this is a collaborative process and may require revisions and additional review by the committee. We strive to respond with preliminary comments within 15 days of receiving your complete application and accompanying information. Thereafter, further reviews related to significant changes (at our request or yours) will be scheduled for the next committee meeting.

**Review Fees:** \$100 for fences and or other “Site Features” - \$100 including garden walls, retaining walls, pools, windows, solar panels, generators, doors and garage doors, portico, entry-way coverings etc. Site feature reviews should be completed within a week.

**Submission:** Please send items 4 thru 6 to [info@OldBraeswood.com](mailto:info@OldBraeswood.com) and mail items 1-3 (original forms and payment) to:

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

**Questions?** Call (713) 807-1787 or send a message to [info@oldbraeswood.com](mailto:info@oldbraeswood.com).

# Old Braeswood Property Owners Association

## Plan Review Transmittal Form for Small Projects

Date: \_\_\_\_\_

Rec.# \_\_\_\_\_  
(Office Use only)

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Architect: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**\*\*ABOVE TO BE COMPLETED BY APPLICANT\*\***

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.

Restrictions v. Request: \_\_\_\_\_

\_\_\_\_\_

**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 and submit a height survey when framing is complete.
  - 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 \_\_\_\_\_, 2024**

**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:

- New SF Residence     Addition     Remodel     Site Feature     Other  
 Exterior Alteration     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:**

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# 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](http://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.