

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>

New Construction or requests for Additions must be submitted electronically in one pdf file to the BGP office at [bgphoadropbox@gmail.com](mailto:bgphoadropbox@gmail.com) by the 3rd Wednesday of the month.

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

Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Home \_\_\_\_\_ Cell  
\_\_\_\_\_ Office

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

Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_

- 
- 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)**

**INFORMATION ABOUT YOUR SUBMITTAL**

- Names and contact information for the 1) homeowner, 2) builder and 3) designer or architect must be provided to the BGP office to secure plan-approval from the ACC prior to the start of effectuating the plan.
- **Plans are to be submitted electronically and all documents should be contained in one (1) pdf file printed from the software from which it was created.**
- Plans must be submitted to the BGP office by the 4<sup>th</sup> Wednesday of the month.
- A fee of \$350 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 Formwork inspection-fee deposit must be paid when plans are submitted and will be returned to the homeowner after the final formwork locations have been approved by the ACC or outside architect. **PLEASE NOTE THAT HOMEOWNERS SHOULD NOT COMMENCE POURING OF CONCRETE UNTIL BGP OFFICE ISSUES AN APPROVAL**
- **Office personnel cannot review plans and are not authorized to do so. It is your responsibility to ensure that your plans are complete. See below for a summary of requirements.**
- **Port-a-cans must be concealed with fencing, lattice, or be placed out of sight from the street.**

**SPECIFIC PLAN-SUBMISSION REQUIREMENTS (most plan rejections result from one or more of the following issues):**

1. Plans should be complete, accurately-scaled and legible. Plans **designated to be used for construction must be submitted**. The plan submission is made electronically, only one pdf copy needs to be submitted, but the pdf shall be printed from the software in which it was created. If you are resubmitting plans after a rejection, you must resubmit a complete set of drawings. The office nor the ACC is responsible for recompiling your submission and resubmission into one cohesive set of plans. **All** of the following must be shown on **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.
  - **All roof pitches** must be between 4 on 12 and 9 on 12.
  - **Projects with garage changes** must show the highest roof ridge of the residential dwelling on the lot.
  - **First floor plate height** must not be higher than 12 feet.
  - **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 or equivalent.
  - **All building materials**, both existing and new, must be shown on the plans. Must state that new materials "Matching Existing." Any non-masonry exterior siding must be wood, wood product, or cement fiberboard.
  - **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%.)
  - **Post light** (gas, electric or solar) location 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.
2. **A drainage plan** is required for a new residential dwelling and/or a major addition to an existing residential dwelling (if a nonporous area is replacing a porous area it will be considered a major addition). New pool construction and or modifications to pool size or shape will require a drainage plan.
  3. **Site plan** (dimensioned survey) showing:
    - Existing and proposed buildings.
    - All boundary lines, easements, building lines and setbacks.
    - Drainage plan.
    - 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.
    - Location of existing pool and drainage or location of new pool with proposed drainage plan.
  4. **A foundation plan** is required for new residential dwelling and/or a major addition to an existing residential dwelling.
  5. **Formwork Survey** – Must be signed and sealed by a licensed surveyor to illustrate the footprint of the house or addition does not encroach on the required setbacks and/or easements. *NOTE: THIS SURVEY SHALL BE SUBMITTED AS A SUPPLEMENTAL APPROVAL ONCE CONSTRUCTION COMMENCES, BUT MUST BE SUBMITTED PRIOR TO POURING OF ANY FOUNDATION WORK.*
  6. **Dormer requirements** (see section 4.2.B in Architectural Guidelines):
    - Vertical wall of dormer shall not be stacked on top of a first floor wall without a horizontal interruption of at least 18”
    - Aggregate width of dormers limited to 75% of width of first floor wall.
    - Cannot be closer than 12.5% of width of first floor wall to outermost edge of first floor wall.
    - Dormer ridge line may not be higher than roof ridge line

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