

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 2nd Wednesday of the month.

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

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

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

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

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

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

**ALL SUBMITTALS MUST INCLUDE DRAINAGE PLAN AND TREE PROTECTION**

- 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: \_\_\_\_\_

**ALL SUBMITTALS MUST INCLUDE DRAINAGE PLAN AND TREE PROTECTION**

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 2nd Wednesday of the month.
- A fee of \$375 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.*

## NOTES FOR HOMEOWNERS / SOON-TO-BE HOMEOWNERS IN BRIARGROVE PARK

Planning to build a new home in Briargrove Park (BGP) or make a modification to your current home or lot? Your Architectural Control Committee (ACC) has compiled some points to consider when formulating your project. Of course, BGP Deed Restrictions and Architectural Guidelines are the final word regarding rules and regulations, but this should help you and your design professional to get started. Questions that occur, as they inevitably will, can be resolved by researching the BGP Deed Restrictions, BGP Architectural Guidelines (both available online), or speaking directly to an ACC member. The office can coordinate that communication. We want to help make the process effortless for everyone.

Below is a checklist of the rules that the ACC routinely sees as the most violated and cause for plan rejections. A "G" in front of the number indicates that the rule is found in the Guidelines. A "DR" indicates that the rule is found in the Deed Restrictions.

Deed Restrictions 2013

<https://briargrovepark.org/wp-content/uploads/2020/06/BGP-Deed-Restrictions-First-Amendment-SEARCHABLE.pdf>

ACC guidelines

<https://briargrovepark.org/wp-content/uploads/2020/06/Architectural-Guidelines-SEARCHABLE.pdf>

We are asking that the homeowner and the design/construction representative (the person who created the plans) please sign below to state that you have read the Deed Restrictions and Architectural Guidelines prior to submitting your plans.

Homeowner Name and

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

Design/Construction Name and

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

>> In the checklist below, in the "\_\_\_\_\_", please designate the page in your plans that corresponds to the applicable restriction and check the box. This expedites the review and approval of your plan.

### Any changes to a lot or residence:

Final Architecture drawings need to be provided to BGP at least 3 weeks before an ACC meeting, held on the first Wednesday of each month. This provides time to organize the paperwork and have it reviewed by an outside architect, if necessary.

### When Construction Plans are Required (G-3.2.B):

\_\_\_\_\_  Full set of construction plans in electronic format (PDF). Drafts are not acceptable.

\_\_\_\_\_  Plans must be complete, clear, and scalable.

### Site Plan (G-3.2.B):

\_\_\_\_\_  We look for location of residence, garage, driveways, walkways, sidewalks, decks, terraces, patios, outbuildings, setbacks, survey lines, and location of all trees.

### Foundation:

\_\_\_\_\_  Slab. Foundation plan required.

**Residential Structure:**

- \_\_\_\_\_  Square footage: 1,800 minimum to 6,500 maximum (G-2.4.A).
- \_\_\_\_\_  All locations eligible for 1 ½ story; designated locations can be 2 story.
- \_\_\_\_\_  The ½ story can feature dormers. Dormer size must be less than 75% of underlying structure.
  
- \_\_\_\_\_  Plate height 12ft on first floor; 8ft on second floor (G-2.4.A iii). The wall plate height limitation will apply only to the front wall of a one and one-half or two story.
- \_\_\_\_\_  Allowable height of building (G-2.4.B):

**Feet**

- Single                    24
- 1½                         28
- 2                             30

- \_\_\_\_\_  % of structure relative to lot size (G-2.4.D):

**% of total lot**

- Single                        47%
- 1 ½ or 2 story            42%

**Dormers (G-4.2.B.ii-iv):**

- \_\_\_\_\_  No vertical wall shall be stacked on top of any first-floor wall without the horizontal interruption of a minimum 18" roof overhang for a 1-1/2 dwelling.
- \_\_\_\_\_  Maximum width of 75% of the overall width of the first-floor wall of the dwelling on the same elevation.
- \_\_\_\_\_  No dormer shall be nearer to the outermost edge of such first-floor wall than a distance that is equal to 12-1/2% of the overall width of the first floor wall of dwelling on the elevation on which the dormer is located.
- \_\_\_\_\_  No dormer may extend above the ridge line of the roof it is on.

**Exterior Materials:**

- \_\_\_\_\_  Original homes: 51% brick, stone, masonry (G-2.3.F)
- \_\_\_\_\_  New homes: 60% brick, stone, masonry (G-2.3.F)
- \_\_\_\_\_  Linear area used to calculate %: length X height: doors and windows encased by brick are considered part of bricked area.
- \_\_\_\_\_  Gables under roof not considered when calculating bricked area.
- \_\_\_\_\_  If there's a common wall to a garage or separate structure, the area is included in the brick percentage.
- \_\_\_\_\_  Stucco and faux brick not permitted.
- \_\_\_\_\_  Colors harmonious with neighborhood.
- \_\_\_\_\_  Additional non-brick exterior materials: wood, wood product, cement fiber board (G-2.3.F iii)
- \_\_\_\_\_  Specify the thickness, width, and spacing of both the existing and the proposed siding and the color of all siding (including unpainted siding).
- \_\_\_\_\_  Aluminum, steel or other metal siding are not permitted as exterior finishes.

**Exterior Colors:**

\_\_\_\_\_  Consistent with residence and neighborhood.

**Roofing:**

\_\_\_\_\_  30-year material and 30-pound felt.

**Roof Pitch (G-2.4.C):**

\_\_\_\_\_  Minimum 4" by 12": vertical to horizontal

\_\_\_\_\_  Maximum 9" by 12": vertical to horizontal

**Residence Set Back (G-2.4.D):**

\_\_\_\_\_  **Rear Setback**

5ft @ back of property line for single story home

18ft @ back for 1 ½ or 2 story home

\_\_\_\_\_  **Side Setback**

5ft @ side of property line for single or 1 ½ story home

10ft @ side for 2 story home

**Swimming Pool (G-2.3.L):**

\_\_\_\_\_  No above ground pools are allowed.

**Patios and Decks (DR-4.3 and DR-4.6):**

\_\_\_\_\_  Decks will be no more than 2 feet above the foundation.

\_\_\_\_\_  Material - Must be harmonious with dwelling. Corrugated and aluminum covers are prohibited. Louvered or trellis style cover may be allowed.

\_\_\_\_\_  Location - Must not be in an easement except aerial. Must be on rear or side of dwelling, unless approved by ACC.

\_\_\_\_\_  Attachment - If attached to dwelling it must be at a height not less than 7' or more than 12' from the ground. If attached to detached garage or breezeway it must attach below the eave at a height of not less than 7' or more than 9' above ground.

\_\_\_\_\_  Roof - The roof cover must be covered with the same material as the dwelling. Attached covers must have a minimum pitch of 1:12. ACC may approve a flat roof with modified membrane type.

**Accessory Structure (DR-4.1.B) and Gazebos (DR-4.1.C):**

\_\_\_\_\_  Only 1 per lot; maximum height 13ft; plate height 8ft; poured concrete foundation; max size 5% of lot size; all other rules apply.

\_\_\_\_\_  Gazebo with lattice type walls: Maximum 100 SF; maximum height 10ft.

\_\_\_\_\_  Patio and deck covers must have a min slope of 1:12, no plastic allowed.

\_\_\_\_\_  Maximum height of 13' measured from the floor of the building to the highest point of the roof.

\_\_\_\_\_  Materials must be harmonious with Residential Dwelling on the Lot.

**Garage (G-2.4.D iii):**

\_\_\_\_\_  Garage roof cannot be higher than roof of residence: need house elevations/plans to verify.

- \_\_\_\_\_  3ft setback @ side of property line for single story home.
- \_\_\_\_\_  5ft setback @ back for 1 ½ or 2 story home.
- \_\_\_\_\_  Attached or detached OK.
- \_\_\_\_\_  Must be 2 to 4 car garage: capable of holding vehicles.
- \_\_\_\_\_  Carport, garage, porte-cochere construction requires approval.
  
- \_\_\_\_\_  Porte-cochere is covered, open vehicle shelter attached to and with appearance consistent with residence.
- \_\_\_\_\_  Each residence must have a garage or carport.
- \_\_\_\_\_  Porte-cochere is an addition, not substitute to garage.
- \_\_\_\_\_  Garage must match residential dwelling.
- \_\_\_\_\_  Front load garage to be minimum 30 feet from front of house.
- \_\_\_\_\_  Carport minimum 20 feet from front of house.
- \_\_\_\_\_  Facing side street - must be back far enough so that a car parked in drive will not block sidewalk.

**Driveways and Sidewalks (G-2.3.M):**

- \_\_\_\_\_  All driveways on a Lot must provide reasonable vehicular access to the garage.
- \_\_\_\_\_  All driveways, driveway approaches, and sidewalks on a Lot which are visible from a street must be constructed of poured concrete.
- \_\_\_\_\_  Lots adjacent to Seagler Road, Westheimer Road, or the Beltway 8 feeder road will not have direct driveway access to said streets. (G-2.4.D.vi)

**Fence/Wall (G-2.5.A):**

- \_\_\_\_\_  Front of residence: Placed or maintained nearer to the front of the Lot than the front building line.
- \_\_\_\_\_  No fence or wall (except a Judgment Wall) will be higher than two (2) feet above the ground.

**Play Structures (G-4.1.D), Basketball Goal (G-4.9), and Tree Houses (G-4.1.E):**

- \_\_\_\_\_  A maximum of 2 children's play structures are permitted on a Lot.
- \_\_\_\_\_  Must be located in the rear of the Lot.
- \_\_\_\_\_  Maximum height shall not exceed 10 feet measured from the ground to the highest point of the structure.
- \_\_\_\_\_  Tree houses must be located in the rear of a property.
- \_\_\_\_\_  Basketball goals must be mounted either on the garage wall or on the garage roof with the backboard parallel to street accessed by the driveway, or on a pole.

**Driveway/Sidewalks (G-2.3.M):**

- \_\_\_\_\_  Poured concrete; no gravel, loose stone, etc.
- \_\_\_\_\_  All driveways on a Lot must provide reasonable vehicular access to the garage.
- \_\_\_\_\_  All driveways, driveway approaches, and sidewalks on a Lot which are visible from a street must be constructed of poured concrete.
- \_\_\_\_\_  Lots adjacent to Seagler Road, Westheimer Road, or the Beltway 8 feeder road will not have direct driveway access to said streets. (G-2.4.D.vi)

**Drainage (G-2.6.C):**

- \_\_\_\_\_  Must have drainage plan for any new or additional structure.
- \_\_\_\_\_  Owner of a Lot will not construct improvements on a Lot or grade a Lot or permit a Lot to remain in or be placed in such condition that causes water falling on such Lot to drain onto another Lot.
- \_\_\_\_\_  *Bottom line:* No lot can create a condition that causes water from that lot to drain onto another lot or adjacent property.

**Trees (G-2.7):**

- \_\_\_\_\_  Each home must have a minimum of two 4 ft trees in the front yard.
- \_\_\_\_\_  One or more trees must be planted on or before the date of Substantial Completion of the New Residential Dwelling or Major Addition.
- \_\_\_\_\_  During the period demolition and/or construction, all trees on the Lot over 4" in diameter must be shown as protected.

**Post Lights:**

- \_\_\_\_\_  Each Lot, except corner Lots, must have exactly one (1) post light located at the front of the Lot.
- \_\_\_\_\_  Each corner Lot must have exactly two (2) lights, one located at the front of the Lot and one light located along the side-street. 8-10 feet high, no further than 6 feet from curb.

**Mechanical Equipment (G-4.13):**

- \_\_\_\_\_  Air conditioners, generators, pool pumps, and other should be placed in an area not visible from the street.
- \_\_\_\_\_  Must be completely screened from view by a solid fence or evergreen plant materials.

**Construction Hours:**

- \_\_\_\_\_  M-F: 7 am – 8 pm/Saturday: 8 am – 6 pm/Sunday: noon - 6 pm.