

## Home Improvement Approval Request

**Architectural Control Committee (ACC) ~ Briar Park Community Improvement Association (BPCIA)**  
**c/o Graham Management - 2825 Wilcrest Drive, Ste. 600 Houston, Texas 77042**  
**Phone - 713-334-8000 | Fax - 713-334-5055 | Email - [ARC@grahammanagementhouston.com](mailto:ARC@grahammanagementhouston.com)**

All exterior modifications, visible from the street with heights greater than 12" (twelve inches) above the fence line, must be approved in advance by the Architectural Control Committee (ACC).

ACC will review the request on the basis of compliance with restrictions, harmony of design with surrounding structures, and compliance with minimum construction standards. Approvals are required for all types of exterior modifications or additions, including roofs, structures, fences, painting, and major landscaping, which are visible from street view.

All construction and renovations must comply with the setback provisions set forth in the Deed Restrictions and local municipalities' ordinances. Homeowners are responsible for obtaining required **permits** from local municipalities. Approval of the ACC form does not relieve the homeowner from obtaining required permits. A homeowner may be required to redo at their own expense any work performed without prior ACC approval. Please complete this form and submit to: Graham Management, 2825 Wilcrest Dr., Ste. 600, Houston, Texas 77042 or via email to [ARC@grahammanagementhouston.com](mailto:ARC@grahammanagementhouston.com).

*Please print*

<b>Name of Homeowner:</b>		<b>Phone:</b>	
<b>Property Address:</b>		<b>Mailing Address (if different):</b>	
<b>Improvement Start Date:</b>		<b>Improvement Completion Date:</b>	
<b>Contractor Name:</b>		<b>Phone:</b>	

### Type of Improvement (check all that apply):

<input type="checkbox"/>	<b>Fencing</b>	[1] All fences of all heights require ACC approval prior to construction [2] Include drawing with dimensions of property, all structures and proposed fence details and materials		
		Overall fence height: [a] 8' maximum height [b] 10' if on property line adjacent to commercial property		
Fence Style:	Standard		Non-standard	Describe:
Fence Stain Color:				

<input type="checkbox"/>	<b>Roof</b>	Examples of approved shingles are available on the Briar Village Website under Resources [a] All shingles must have a minimum 30 year warranty [b] Note: 3-Tab shingles are NOT acceptable and will NOT be approved, including ridge rows		
Roof brand name and type of shingles:			Color:	

<b>Paint</b>	A selection of colors that may be approved is available on the Briar Village Website under Resources		
Paint brand name:		Color names: Include samples below.	[1] [2] [3]
<b>[1] Paint color, main house                      [2] Paint color trim 01, location                      [3] Paint color trim 02, location</b>			
Color of existing brick:			

<b>Home Addition</b>	[1] Include drawings, plans, and dimensions [2] Describe addition in detail to include, but not limited to, features such as doors, porches, colors, etc.
<b>Detailed description of home addition (attach additional sheets as needed)</b>	

<b>Major Landscaping</b>	If project is more extensive than plantings in existing landscaped areas, submit landscape plan
<b>Detailed description of major landscaping (specify if more detail is attached)</b>	

<b>Windows</b>	Include pictures of new windows as attachment(s)		
Window manufacturer:			
Window type:		Window frame color:	

<b>Siding</b>			
Siding manufacturer:		Siding type:	
Siding color:		Siding width:	
Siding installation horizontal:		Siding installation vertical:	

<b>Doors</b>	Include color sample in Paint category above, specify if more detail is attached		
Door Type		Door Style	

<b>Structure(s)</b>	Attach pictures, drawings, dimensions, and specify location on property		
Type of Structure: Greenhouse, storage, etc.			

<b>Other</b>	Describe and provide details, drawings, etc., specify if more detail is attached		
Other Description:			

I understand that the BPCIA's Architectural Control Committee will process this request as quickly as possible and contact me by mail or phone within 30 days as indicated in the Deed Restrictions.

I agree not to begin specified improvement(s) until the Architectural Control Committee notifies me of their approval.

I understand I have the option to resubmit my request after I have addressed the below Comments and limitations and/or the reasons not approved.

My typed signature represents my signature for on-line submission.

\_\_\_\_\_  
**Homeowner Signature**

\_\_\_\_\_  
**Date**

**For ACC Use Only**

<b>Date Received:</b>		
<b>Date Approved</b>	<b>Approved by (Signature)</b>	<b>Print Approver's Name</b>
<b>Date Approved</b>	<b>Approved by (Signature)</b>	<b>Print Approver's Name</b>
<b>Date Approved</b>	<b>Approved by (Signature)</b>	<b>Print Approver's Name</b>
<b>Comments and limitations, if any:</b>		
<b>Not approved and reason(s):</b>		