

## INSTRUCTIONS

### APPLICATION FOR HOUSE PLAN REVIEW

Effective Date. January 1, 2013

#### BRAZOS LAKES ARCHITECTURAL CONTROL COMMITTEE

PLEASE COMPLETE THE "APPLICATION FOR HOUSE PLAN REVIEW" FORM, including the "HOUSE PLAN REVIEW CHECKLIST" and SUBMIT TWO (2) COMPLETE COPIES OF ALL DOCUMENTS INDICATED FOR REVIEW.

The completed Application Form, along with the Application Fee and Security Deposit, shall be delivered to Principal Management Group of Houston, Inc. Application must be an original and facsimile copies will not be accepted.

**PMG Houston of Houston, Inc**  
**ATTN: ARC Department**  
**4700 W. Sam Houston Parkway N., Suite 100**  
**Houston, TX 77041**

#### STEP 1:

Provide all information requested in the APPLICATION FORM. When complete, SIGN and DATE the Application.

#### STEP 2:

Provide two (2) checks made payable to the Brazos Lakes Property Owners Association (BLPOA). The first (1<sup>st</sup>) check, from the Property Owner, shall be in the amount of Three Hundred Dollars (**\$300.00**) and covers the cost of processing and record keeping. This fee is NOT REFUNDABLE, no matter what the disposition of the review is. The second (2<sup>nd</sup>) check, from the Builder (or Land Owner if acting as the Builder), shall be in the amount of seven hundred fifty dollars (**\$750.00**), and serves as a security deposit for damages to the community caused by the Builder. All, or a portion, shall be refundable, as recommended by the ACC and approved by the BLPOA Board of Directors.

#### STEP 3:

Submit one (1) complete submittal packages, each package containing the following nine (9) components, at a minimum. Additional support documents are acceptable and will be reviewed in conjunction with the complete submittal.

- A. Submit one (1) complete sets of HOUSE PLANS.
- B. Submit one (1) sets of FOUNDATION PLANS.
- C. Submit one (1) sets of the SITE PLAN.
- D. Submit one (1) copies of the Engineered SEPTIC SYSTEM/SEPTIC PERMIT.

*Please contact your Community Association Manager with any question at 281-367-8137*

- E. Submit one (1) copies of the CULVERT PERMIT.
- F. Submit one (1) copies of the COUNTY DEVELOPMENT PERMIT.
- G. Submit one (1) SAMPLE of significant EXTERIOR MATERIALS/COLORS.
- H. Submit one (1) listing of SPECIFICATIONS.
- I. Submit one (1) list of MAJOR SUBCONTRACTORS.

**STEP 4:**

PMG Houston will present the SUBMITTAL PACKAGE to the Architectural Control Committee (ACC) for review and action. The ACC shall review the submission and make recommendation(s) for approval/disapproval within thirty (30) calendar days, at which time the owner shall be notified, in writing, by PMG Houston, of the ACC's action(s) taken.

**STEP 5:**

If the action of the ACC is an "Approval" or "Conditional Approval," the Owner and Builder MAY BEGIN CONSTRUCTION. The owner and Builder must comply with the conditions listed, if any.

The ACC will not issue a Conditional Approval when the "conditions" identified could impact the overall acceptability of the application.

**STEP 6:**

If the Application is "Rejected," PMG Houston will issue formal notification to the Owner. Such notification will identify each of the reasons for which the application was disapproved. The Owner will need to address each of the items identified and resubmit two (2) copies of the necessary documentation to PMG Houston for reevaluation. If any of the resubmitted documentation impacts any portion of the application that was previously reviewed, that portion shall also be resubmitted for review.

If the Owner receives a "Rejected" notification from PMG Houston, CONSTRUCTION MAY NOT START. Construction may only begin when a "Approved" or "Conditional Approval" is received by the Owner. Starting construction before the application is Approved or Conditionally Approved will result in a fine against the Property Owner.

**NOTE:**

It is the intent of the ACC to review each application "as a whole," not as "fragments." As such, any initial application received by the Architectural Control Committee that does not include the listed components may be disapproved and returned without review of the submitted items and noted as "Rejected – Incomplete."

**BRAZOS LAKES**

**ARCHITECTURAL CONTROL COMMITTEE  
(Effective Date. April 14, 2003)**

**HOUSE PLAN REVIEW "CHECKLIST"**

In conjunction with the Instructions for "Application for House Plan Review," the following "Checklist" is presented as an assistance to applicants to ensure a complete submittal. Failure to submit a complete submittal package may result in the disapproval of the entire application, without review of the partial information submitted. Submission of a Complete Application will allow for a timely evaluation by the Architectural Control Committee.

In conjunction with the actual application, the applicant should include a copy of this checklist with indications of the inclusion of each listed requirement.

Name of Property Owner: \_\_\_\_\_

Property Description: Block \_\_\_\_\_ Number \_\_\_\_\_

Brazos Lakes Address: \_\_\_\_\_

Date of Application: (mm/dd/yy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expected Start Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Completion Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**PLEASE INDICATE THE DOCUMENTS ENCLOSED:**

**Administrative Documents:**

- \_\_\_ Completed Application Form
- \_\_\_ House Plan Review Checklist
- \_\_\_ Application Fee (\$300.00). Non-Refundable
- \_\_\_ Builder Deposit (\$750.00)

**Design/Construction Documents:**

- \_\_\_ One (1) Set of House Plans.
- \_\_\_ One (1) Set of Foundation Plans.
- \_\_\_ One (1) Set of Site Plans.
- \_\_\_ One (1) Copy of the Septic System/Septic Permit.

\_\_\_ One (1) Copy of the Culvert Permit.

\_\_\_ One (1) Copy of the County Development Permit.

\_\_\_ One (1) Set of Samples of Exterior Materials/Colors.

\_\_\_ One (1) Copy of Project Specifications.

\_\_\_ One (1) Copy of List of Major Subcontractors.

\_\_\_ Other (Applicant Specify). \_\_\_\_\_

\_\_\_ Other (Applicant Specify). \_\_\_\_\_

**Submitted By:** Builder or Owner **(Circle One)**

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

Name in Print: \_\_\_\_\_