



Architectural Control Committee

REQUEST FOR APPROVAL

Please complete this form to the fullest extent possible. Missing information will cause delays.
Submit your completed form and documentation to: theoeacc@gmail.com

Property Owner

Address

Contact Number(s)

Builder Name & Contact (when applicable)

Permit Number
(when applicable)

Estimated Start Date

Estimated Completion Date

Project Type-Please check all that apply:

- New Construction
- Garage-existing
- Fence-existing
- Flatwork
- Outbuilding-Carport

- Existing Home Remodeling
- Garage-new
- Fence-new
- Outbuilding-Shed
- Outbuilding-Porte Cochere

- Guesthouse
- Deck or Patio
- Satellite Dish
- Outbuilding -Pergola
- Other-

Description of the proposed project.

Cite materials and colors to be used. State similarities to existing structures as appropriate. Use additional sheets if necessary.

Use additional sheets of paper if necessary.



Architectural Control Committee

REQUIRED documents include, but are not limited to:

- Accurate survey showing location and dimensions of the existing structures & proposed project in relation to existing structures
- Site plan, roof plan, floor plan, flatwork plan, demo plan, foundation plan with elevations
- Construction plans and specifications that include location and dimensions, boundaries of all easements, lot lines, setback lines, all elevations, fences, exterior elevations, framing sections
- Materials list and paint colors with locations

Notice to Applicant

IMPORTANT: Do NOT commence work until written approval is received from the ACC.

- The authority of the Architectural Review Committee ("ACC") is derived from the Deed Restrictions ("DRs").
- Applicant(s) acknowledge that all projects must be made in accordance with all applicable Outpost Estates Deed Restrictions. Outpost Estate Civic Club may also update DRs, policies, and procedures or issue additional guidelines or rules as needed and those must also be followed.
- All projects must be made in accordance with the laws, rules, regulations, and building codes of the City of Houston, Harris County, and any applicable federal laws. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.
- Approval of this application is revoked if the necessary government permits can not be obtained.
- If the applicant changes any part of their plans, scope, etc. after receiving approval, ALL WORK MUST STOP, the applicant must submit an updated Request for Approval, receive ACC written approval, and any additional governmental approval, before work may continue.
- Approval of this application does not give Applicant the right to enter upon the property of any other owner in order to perform the construction contemplated by this application.
- **Right to Request a Hearing Per Texas Property Code:** If Applicant disagrees with the OE ACC decision, the Applicant has the right to request a hearing with the OE Civic Club Board (OECC Board) within 30 days from the date the notice was sent. The OECC Board has the authority to uphold, modify, or reverse the OE ACC's decision in whole or in part, as long as it's in line with Outpost Estates Deed Restrictions and governing documents. Applicant may directly contact the Board at oecivic@gmail.com.
- Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant.

Applicant(s) Signature & Date

SUBMIT THIS APPLICATION TO:
TheOEACC@gmail.com

Please allow up to 30 days for review process..

If you are not contacted by the ACC within 5 days after your submittal, please contact OECivic@gmail.com



Architectural Control Committee

OE ACC Internal Use Only:

Submitted Date			
Received Date			
Decision Date			
Notification Date			
Approved	Circle one	YES	NO
Conditional Approval	Circle one	YES	NO
	Provide details as appropriate:		
Variance(s) Granted	Provide details as appropriate:		
Rejected	Circle one	YES	NO
	Provide details as appropriate:		
Additional Comments	Provide details as appropriate:		
Name & Title	Signature	Date	