



# 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: [theoacc@gmail.com](mailto:theoacc@gmail.com)

**Property Owner**

**Address**

**Contact Number(s)**

**Builder Name & Contact**  
(when applicable)

**Permit Number**  
(when applicable)

**Estimated Start Date**

**Estimated Completion Date**

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**Project Type**-Please check all that apply:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Existing Home Remodeling	<input type="checkbox"/> Guesthouse
<input type="checkbox"/> Garage-existing	<input type="checkbox"/> Garage-new	<input type="checkbox"/> Deck or Patio
<input type="checkbox"/> Fence-existing	<input type="checkbox"/> Fence-new	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Flatwork	<input type="checkbox"/> Outbuilding-Shed	<input type="checkbox"/> Outbuilding -Pergola
<input type="checkbox"/> Outbuilding-Carport	<input type="checkbox"/> Outbuilding-Porte Cochere	<input type="checkbox"/> Other-

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### Description of the proposed project.

Cite materials and colors to be used. State similarities to existing structures as appropriate.

Use additional sheets of paper if necessary.

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## 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 [ocivic@gmail.com](mailto:ocivic@gmail.com).
- Applicant certifies that the information contained herein is true and correct to the best knowledge and belief of Applicant.

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**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](mailto:OECivic@gmail.com)*



# Architectural Control Committee

## OE ACC Internal Use Only:

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