

# Application for Architecture Committee Plan Review

University Oaks Civic Club  
Architecture Committee  
P.O. Box 8365  
Houston, TX 77288-8365  
Email: [architecturereview@universityoaks.org](mailto:architecturereview@universityoaks.org).

**Please complete this document and forward it along with any supporting documentation to the PO Box address or attach it in an email.**

<b>Owner's name:</b>	<b>Home phone:</b>
<b>Address where work is proposed:</b>	<b>Work phone:</b>
<b>Email:</b>	<b>Mobile phone:</b>
<b>Mailing address:</b> (if different from above)	

The Petition *Adding to and Modifying Restrictions for University Oaks* (aka the University Oaks Deed Restrictions) is a legally enforceable document that includes terms and provisions describing the size, type and location of improvements and/or exterior alterations that can be constructed on your property. University Oaks Deed Restrictions require that new construction or modifications to existing structures other than those specifically excluded **must** be approved in writing by the Architecture Committee **prior** to the start of work. If any work is performed without the necessary approvals, the committee has the right to require the owner to remove the modification and/or restore the property to its previous condition. The homeowner is reminded that a City of Houston building permit is required prior to new construction or modifications. A copy of the University Oaks Deed Restrictions is available online from the University Oaks website: <http://www.universityoaks.org/resource-center> .

**1) Briefly summarize the proposed modifications or new construction including the approximate size if appropriate.**

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**2) Estimate the start date and duration of construction.**

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3) **Attach any appropriate schematic construction plans, drawings or documents.** These should clearly indicate the scope of work including the following: drawings showing the location of the project on the site; building plans with elevations; size and height where appropriate; and materials that will be used in the construction.

4) **Attach a copy of the site plan showing the location of proposed new construction or modifications.** In the absence of a site plan, include a detailed drawing of the property including the distance of the new construction or modification from the side and/or rear lot line. No site plan is required for in-kind replacement or repair of existing structures such as roof repairs, window and siding replacement, or for painting.

**Failure to submit sufficient documentation may result in delays and/or automatic disapproval of the application.**

**I understand that the committee will act on this request and contact me in writing regarding their decision as quickly as possible; however, the committee is allowed up to thirty days to respond. I further understand that it is my responsibility to ensure compliance with all applicable governmental ordinances, codes, permits, etc., and that the committee will make periodic inspections during the construction. I also understand that I am not to begin any modifications until the committee notifies me that the application has been approved.**

**Owner's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Architecture Committee response:

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**By:** \_\_\_\_\_

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

