

**WESTWOOD LOA
ARCHITECTURAL CONTROL COMMITTEE (ACC)
COMMERCIAL
OUTBUILDING APPLICATION**

To Be Completed by the Landowner
Return All Pages

PRINT NAME: _____

PROPERTY ADDRESS (Section/Block/Lot): _____

PROPERTY ADDRESS (Street Address): _____

MAILING ADDRESS: _____

EMAIL (Required): _____

PHONE (Required): _____

DESCRIBE THE IMPROVEMENT: _____

Indicate the supporting information included with this application:

Supporting Information	Included Yes / No	ACC Initial For Acceptance*
Scalable Plat Plan showing layout of property, building(s) location(s) on the property, allowing for and agreeing to the deed restrictions, property lines, clearances, and dimensions and water drainage from property.		
Building Plans and Material Specifications: A complete set of scalable drawings or prints must be submitted to and remain with Westwood Landowner’s Association, Inc. and filed for record.		
Concrete foundation details, beams depth’s, widths, end view of typical beam, showing location of rebar, rebar size, also give mesh gauge and concrete slab thickness. Include elevation in respect to the street.		
Continued on next page		

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Supporting Information	Included Yes / No	ACC Initial For Acceptance*
List of exterior materials including final color and where used (i.e. Lumber, Brick, Rock, Hardy Plank, Shingles, etc.).		
Picture, sketch, drawing or artist's rendering		
List any others below:		

<p>Provide Outbuilding Dimensions Below: Length: _____ Width: _____ Height (top of foundation to roof peak): _____</p>
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Initial Foundation Design (as required in the Architectural Control Guidelines and Standards) Below:

Initial Foundation Design To Be Used	Foundation Design
	Up to 36 sq. ft. shall set on a level area. All buildings may be set upon concrete block or concrete foundation. Wood frame flooring shall be set upon concrete block or concrete foundation. It is preferable that the building is stabilized with metal anchors.
	Greater than 36 sq. ft. shall set on a level area and meet one of the following and initial on the applications as to which of the following guidelines that will adhere to:
	<ol style="list-style-type: none"> 1. Shall be set upon concrete foundation. (NOTE: Any building larger than 320 sq. ft. will require a concrete foundation and must incorporate a perimeter beam at least 18" deep and 12" wide and be reinforced using #4 steel rebar. The slab area must be at least 4" thick reinforced concrete.)
	<ol style="list-style-type: none"> 2. Shall be attached to a wood frame floor that is affixed to pilings set in cement. The pilings shall be placed at regular intervals throughout the structure and provide for a stable structure.
	<ol style="list-style-type: none"> 3. Shall be stabilized over concrete block or wood supports with metal anchors. The metal anchors shall be regularly spaced and provide for overall stabilization.

Note: Refer to the Architectural Control Guidelines and Standards for all requirements

1. No work may begin without written approval from the LOA / Board.
2. Outbuildings on any lot may not be used as a temporary or permanent residence.
3. If driveway is being added a culvert is to be placed, by the county. Landowner is required to request the LOA Office submit a Culvert Request to the County on behalf of the landowner.
4. Site shall not be elevated without approval of the LOA / Board.
5. Landowner must comply with the Texas Commission on Environmental Quality (TCEQ).
6. Landowner must comply with Montgomery County building permit requirements.
7. The landowner is responsible for ensuring the location of outbuildings does not interfere with or alter the location and/or design of an aerobic septic system as defined in the official septic plan on file with the county.
8. No outbuilding may be erected between the building lines as shown on the recorded plat and the street.
9. All deed restrictions apply.
10. Landowner is responsible for being aware of and following all Federal, State and County laws, rules and regulations associated with all construction performed on their property.

Failure to comply with the above requirements, Architectural Control Guidelines and Standards, and deed restriction will be cause for legal actions to be taken to rectify non-compliance.

Other comments or information which will aid the ACC / Board in their review and decision:

Planned Start Date: _____ **Planned End Date:** _____

PROPERTY ADDRESS (Section/Block/Lot): _____

PROPERTY ADDRESS (Street Address): _____

The LOA / Board has up to 30 days from receipt of this application to respond in writing to the landowner.



Landowner’s signature below indicates the landowner:

- **has read and understands all parts of this application,**
- **attest that the information provided in this application and all supporting information is truthful, correct and complete, and**
- **has read, understands and agrees to the current revision of Westwood Landowners’ Association’s Architectural Control Guidelines and Standards as on file with Montgomery County.**

LANDOWNER’S SIGNATURE: _____

DATE: _____

PLEASE DO NOT MARK ON THIS PAGE
(FOR ACC & OFFICE USE)

NAME: _____ (Completed by ACC or Office)

ADDRESS: _____ (Completed by ACC or Office)

SECTION: LOT: BLOCK: _____ (Completed by ACC or Office)

DATE RECEIVED: _____ (Completed by ACC or Office)

DATE OF ACC RECOMMENDATION: _____ (Completed by ACC)

ACC's Recommendation

- Approve with no restrictions.**
- Conditional Approval – See below for requirements:**
- Deny – See below for reasons:**
- Reject– See below for reasons:**

ACC's Comments (Attach additional pages as needed): _____ **Check if additional pages attached**

ACC SIGNATURES (Minimum of 3 required):

PRINTED NAME	SIGNATURE	DATE

PLEASE DO NOT MARK ON THIS PAGE
(FOR BOARD of DIRECTORS' & OFFICE USE)

NAME: _____ (Completed by Board or Office)

ADDRESS: _____ (Completed by Board or Office)

SECTION: LOT: BLOCK: _____ (Completed by Board or Office)

DATE RECEIVED: _____ (Completed by Board or Office)

DATE OF BOARD'S DECISION: _____ (Completed by Board)

DATE APPLICANT NOTIFIED (Attach copy of written notification): _____ (Completed by Office)

Approved with no restrictions.

Conditional Approval – See below for requirements:

Denied – See below for reasons:

Rejected – See below for reasons:

BOARD's Comments (Attach additional pages as needed): _____ **Check if additional pages attached**

BOARD MEMBER'S SIGNATURES (Minimum of 3 required):

PRINTED NAME	SIGNATURE	DATE