

**REVIEW and CONTROL COMMITTEE**

4999 West Bellfort Houston, TX 77035

Phone: 713-729-2167

FAX: 713-729-0048

**APPLICATION/Written NOTICE OF APPEAL TO  
MCIA BOARD**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Mail Address: \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Original Submittal: \_\_\_\_\_ Date of Denial: \_\_\_\_\_

Submit the following items for your appeal -

\_\_\_ Copy of receipt(s) from MCIA/COMMITTEE acknowledging receipt of original submittal and any following document submittals

\_\_\_ Copy of Committee Denial/Rejection

Your application will not be considered until all required documentation is submitted. Additional information may be requested by the Board at their discretion.

**Please describe in sufficient detail**

Basis for Appeal \_\_\_\_\_

\_\_\_\_\_

Reason Board should grant approval \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(You may attach further description and or evidence if you deem it helpful)*

**Appeal Overview**

If a Lot Owner who has properly submitted plans, specifications, or requests for approval, and has a proper receipt acknowledged by a RCC designee who received said documents, has had said documents rejected, or denied by the RCC, then said Lot Owner shall have the right to appeal the decision to the Board by written notice of appeal received and acknowledged by the manager of the MCIA, or their designee, within thirty (30) days after the

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date of denial, or rejection. Whether an appeal will be heard will be at the sole discretion of the Board. Procedures for such an appeal shall be determined by the Board. No action may be brought against the MCIA, its officers or directors, or the RCC, or like organizations, or their members unless and until an appeal is made by the Lot Owner and a decision on such an appeal is made by the Board.

### **Acknowledgement**

I understand that the Board will act on the request as quickly as possible and contact me regarding its decision.

**I agree NOT TO BEGIN THE PROPOSED PROJECT until the MCIA Board notifies me of its approval.**

Owner Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Any MCIA Board or Committee approval is for compliance with the deed restrictions, MCIA policy, and architectural harmony with the neighborhood. No opinion is expressed as to the structural integrity or adherence to governmental statutes, regulations, and codes, including, but not limited to City of Houston Building Codes.