

**CINCO RESIDENTIAL PROPERTY ASSOCIATION, INC.  
MODIFICATION COMMITTEE  
4025 S. MASON RD  
KATY, TX 77450  
(281) 599-0408  
FAX (281) 599-0478**

**REQUEST FOR MODIFICATION APPROVAL**

Per the Declaration of Protective Covenants, any exterior modification, alteration, change or addition must be submitted to and approved by the Modification Committee prior to start of construction. It is the homeowner's responsibility to ensure modification approval is obtained prior to construction.

**Please note: Contractors cannot submit applications on the homeowner's behalf!**

**A separate application is required for each item submitted.**

If construction is started or completed prior to approval and said construction is not approved, it is the responsibility of the homeowner to remove and/or bring into compliance any such construction at the cost of the homeowner.

OWNER'S NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE hm: \_\_\_\_\_ wk/mbl: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALTERNATE MAILING ADDRESS (if applicable): \_\_\_\_\_

TYPE OF IMPROVEMENT (must be specific - attach sketch, drawing or photo):  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF IMPROVEMENT:  
\_\_\_\_\_  
\_\_\_\_\_

(You must include a copy of your engineered lot survey. A second copy of the same survey is required with plans/sketches of the modification/improvement, showing the location and dimensions of the improvement in relation to property lines, building set back lines, easements, fences, etc. A lot survey is not required for exterior paint, solar screens, and window tint requests.)

MATERIALS TO BE USED (all samples must be submitted):  
\_\_\_\_\_  
\_\_\_\_\_

(Please indicate materials intended for use. Color samples must be submitted for all paint, including the existing color on the home and a photo of the home showing the existing color scheme. Sample of solar screen and window tint is also required. Please give particular consideration to the color of the brick when making your paint selection.)

DIMENSIONS OF IMPROVEMENT:

HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

LOCATION IN FEET FROM PROPERTY LINES:

LEFT SIDE \_\_\_\_\_ RIGHT SIDE \_\_\_\_\_ REAR \_\_\_\_\_

Failure to submit the lot survey, color samples, material samples, plans or any other necessary information will result in the application being returned to the homeowner for the additional information. Incomplete applications cannot be forwarded to the Modification Committee for review and will be deemed denied until all required information can be reviewed.

**The Modification Committee meeting is typically held the third TUESDAY of each month. All applications must be received by the Friday prior to the scheduled meeting.**

**Once again be aware Contractors cannot submit applications on the homeowner's behalf.**

I understand it is my responsibility as the property owner to ensure modification approval is obtained prior to the start of any construction. I further understand that if for any reason construction starts prior to receiving approval, I, as homeowner, may be responsible for removing the improvement, or to bring the improvement into compliance per the Modification Committee. Rear yard improvements / modifications are subject to compliance inspection. I also understand that in the event construction is not started within six (6) months from the date of approval, then a new application must be submitted.

\_\_\_\_\_  
Printed Name of Homeowner

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Completion Date