



FIRST COLONY
COMMUNITY ASSOCIATION

Commercial Modification Request

All exterior Modifications must be approved in advance by the Association. Your request will be reviewed to ensure that the modifications will be done in a professional manner and will fit in with the aesthetics of the community. It is important to provide as much details as possible so that your request can be quickly processed. After you have completed this form, please return it to: FCCA, 4350 Austin Parkway, Sugar Land, TX 77479. Thank you for your cooperation.

NEW TENANT/OWNER INFORMATION

NEW BUILDING /STORE NAME
PROPERTY ADDRESS
MANAGEMENT COMPANY
OWNER

PREVIOUS TENANT INFORMATION

BUILDING/STORE NAME PHONE#
PROPERTY MANAGER/OWNER

OWNER /MANAGEMENT COMPANY - MAILING/CONTACT INFORMATION (No Contractor Information)

ADDRESS
CITY STATE ZIP
PHONE FAX

MODIFICATION: [ ] Monument Sign [ ] Fascia Sign [ ] Temporary Sign [ ] Banner [ ] Other

IF OTHER PLEASE DESCRIBE

LOCATION OF MODIFICATION

Please refer to written guidelines for the specific information needed, otherwise include the following:

- Copy of the original Survey site plan showing the desired placement of the modification
Specifications (architectural drawings, picture, dimensions, brochures, etc)
Materials to be used (window tint, fabric, paint ships, etc)

Start Date Completion Date

Owner Signature for (Stand alone Buildings)
Property Manager Signature for (Shopping Centers)

By signing this application Owner/Property Manager acknowledges that they do not have approval to commence the Modification until an Approval letter is received, otherwise the Owner/Property Manager will be in violation of the Deed Restrictions and may be subject to fines.

Account #

- [ ] Approved
[ ] Disapproved
[ ] Incomplete

Review Signatures

1. Date
2. Date
3. Date