

**CYPRESS LAKE GARDENS PROPERTY OWNERS ASSOCIATION  
REQUEST FOR VARIANCE APPLICATION**

Effective July 1, 2020, each Lot in CLGPOA requesting a variance to change a deed restriction on a property, residence modification to existing residence and construction of a new residence or outbuilding will cost \$250.00 per lot, plus \$50 for each additional variance sought per application. Any application that is missing information or inaccurate will be considered incomplete and will not be processed. (Please note that there is a 3% processing fee applied to the total application fee)

Effective May 15, 2025, application for variance request submitted post violation will cost \$1000 per lot for initial request and \$250 for each additional post violation variance request.

Due to the importance of adhering to our Declaration of Covenants, Conditions and Restrictions, and for the continuity of the community, variances are discouraged. However, when property owners believe they meet the requirements for a variance, they may complete and submit this form to the Cypress Lake Gardens POA with their fee, application and plans. The CLGPOA Board of Directors will review variance requests on a case-by-case basis. Any variance granted is unique and does not set any precedent for future decisions of the CLGPOA Board of Directors.

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

Homesite ( Block:      Lot:      ) Property Address: \_\_\_\_\_

Type of Variance: Set Back: \_\_\_\_\_ Other: \_\_\_\_\_

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

Mailing Address (if different than above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Describe the variance being requested with a short explanation why it will be needed:

\_\_\_\_\_

\_\_\_\_\_

(Attach additional pages if needed)

Property Owner Signature: \_\_\_\_\_

Agent for Owner Signature: \_\_\_\_\_

NOTE: Property owner or their agent must mail completed form to: Cypress Lake Gardens Property Owners Association, P.O. Box 422, Spring Branch, TX 78070, or email to [clgpoa@gvtc.com](mailto:clgpoa@gvtc.com).