



## VARIANCE APPLICATION

### Application for a Variance from the established Design Guidelines

*To ensure property values are protected, the association maintains strict Design Guidelines. Requests to deviate from those Design Guideline may only be approved by the Architectural Control Committee. Use this form to describe your request and the justification for the variance.*

When submitting your variance request, you must include:

1. A completed Variance Application
2. Detailed plans, including photos if any work has already been completed.
3. A plat/survey of your property showing the proposed improvement location and access routes for ingress and egress of construction equipment and materials. **Mark the distances from the fences/property lines.**

---

**Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

---

Describe your request for variance from the Design Guidelines. Include details like size, shape, location, what's nearby, and why it doesn't follow our Design Guidelines: \_\_\_\_\_

---

Describe the justification for this variance request: \_\_\_\_\_

---

*Enclosed are sketches or exhibits outlining the work we are requesting, along with the materials to be used (if relevant). I acknowledge that the City may require building permits for these modifications. I understand that I will be responsible for any associated costs, acquiring the permits, and coordinating subsequent inspections. I understand and agree that any variance request presented in the attached plans must be approved in advance by the Architectural Control Committee. I also understand that, if approved, this variance would not set a precedent for future approvals of similar improvements.*

**The undersigned has read and will comply with the above statement.**

**Signatures:** \_\_\_\_\_ **Date:** \_\_\_\_\_