SPYGLASS RIDGE HOA

VARIANCE REQUEST APPLICATION

To request a variance from the Spyglass Ridge Governing Documents (including CC&Rs, Architectural Standards & Guidelines, Policies & Procedures, or any other rules), this form must be completed in full and all relevant documents attached. Submit completed application to the Architectural Control Committee for review.

A separate form is required for each requested variance.
Submissions that are not complete will not be reviewed.

LOT NUMBER: _____ **Date Submitted:** _____

HOMEOWNER INFORMATION

Owner Name:

_____

Property Address:

_____

Mailing Address (if different):

_____

Phone:

_____

Email:

_____

Variance Request:

I am requesting a variance for:

☐ Landscaping	☐ Roofing
☐ Exterior Paint	☐ Extension of time to complete project
☐ Fencing	☐ Other _____
☐ Patio/Deck	

Description of the variance you are requesting:

_____

_____

_____

_____

Cite the applicable section of the SGR Governing Documents, CC&R's, Architectural Standards & Guidelines or any other SGR Rule, Policy or Procedure from which a variance is requested:

_____

_____

_____

_____

_____

_____

Reason for requested variance:

_____

_____

_____

_____

_____

Are you requesting a time extension to complete a previously approved project: _____Yes _____No

Current Project Completion Date:

_____

Proposed New Project Completion Date:

_____

MATERIALS & DESIGN DETAILS

Materials to be used:

_____

_____

Color(s):

_____

_____

Material / Manufacturer / Product Information:

_____

_____

_____

CONTRACTOR INFORMATION

Will a contractor be used? ____YES ____NO

Contractor Name: Company:

_____ _____

Phone: _____

REQUIRED ATTACHMENTS

Please attach all applicable documents and provide material samples as applicable.

- ☐ Site Plan
- ☐ Architectural Plans/Drawings
- ☐ Material Samples such as stone, shingle, rock, or other physical samples of materials to be used
- ☐ Product Specifications
- ☐ Paint Color Samples
- ☐ Landscape Plans/Drawings
- ☐ Required Permits and Approvals
- ☐ Photographs
- ☐ Other: _____

HOMEOWNER ACKNOWLEDGMENT

My signature below is my agreement that I **understand and will abide** by the following:

- **No work may begin until this variance has been approved.** Written notification of approval/denial of this variance, following the review, will be sent to the property owner by email or regular mail (USPS) only.
- Approval of this variance is for this individual request only
- I understand that failure to submit a variance request for an extension of time to complete a project or for each variance if I am requesting approval for, if more than one item, will result in a fine being assessed per the SGR Enforcement Policy and Procedure
- Any deviation from the approved plans or requested variance will require additional approval
- Approval does not relieve me from complying with all the SGR's governing documents
- Approval by SGR does not replace any required governmental permits
- I am responsible for complying with all applicable laws, permits, and building codes
- If I am requesting more than one variance to any SGR rules or policies, I must submit a separate variance request form for approval for each variance.

I certify that the information provided in this application is complete and accurate.

Owner Signature: Date:

Action Taken By Committee:

Date of Review/Action: _____

_____ **Approved as requested**

_____ **Approved with the following conditions:**

_____

_____

_____ **Disapproved/Denied based on the following:**

_____

_____

_____

ACC Representative Name Printed: _____

Signature: _____ Date: _____

Date owner notified in writing of decision: _____