

Appendix B - Request for Variance Form and Instructions

Before applying for a Variance, contact a Project Review Committee member to discuss your reason(s) for considering a Variance and the type of supporting documentation that may be required. At a minimum, the following items should be submitted when requesting a Variance:

1. A letter to the Board describing the specific Variance and what conditions exist to validate a departure from the Protective Covenants and/or the Architectural, Landscape, and Land Use Guidelines (NOTE: A variance may not be detrimental to any other lot within CFE#7). This letter must include the name of the property owner, address, lot number, and applicant's telephone number.
2. Supporting documentation as required, which may include the following:
 - a) Site Plan - Must show all property lines, existing and proposed improvements, lot dimensions, and setback lines
 - b) Exterior drawing – Must show the exterior elevations of the existing and proposed structures, including the finish grade and dimensioned heights
3. Owners of properties that would be affected by the Variance must be given a “Request for Variance” form, the letter to the Board requesting a Variance, and other relevant supporting documentation. The determination of which properties would be impacted is at the discretion of the Board. Completed “Request for Variance” forms shall be submitted directly to the Board.

The applicant may be required to attend a meeting of the CFE#7 Board and present his/her case for granting the Variance and answer questions from Board members. The homeowner shall contact the Secretary of the Board at least two weeks prior to the next scheduled meeting and request to be placed on the agenda. Once the item is on the agenda, the homeowner shall provide copies of the letter of request (see #1 above) and supporting drawings so that all Board members can review these documents prior to the scheduled meeting.

REQUEST FOR VARIANCE

CATALINA FOOTHILLS ESTATES ASSOCIATION NO. 7

RETURN TO THE CFE#7 SECRETARY

LOT NUMBER: _____

Property Owner: _____

Property Address: _____

Contact Phone: _____ Contact Email: _____

The Board of the Catalina Foothills Estates No. 7 Association has received a request for Variance from the Protective Covenants and/or the Architectural, Landscape, and Land Use Guidelines. As a neighbor of the applicant who will be impacted by the requested exemption, the Board is requesting your comments. The applicant has been instructed to provide you with written material and supporting drawings which clearly delineate the request.

Following your review of this material, please indicate your response to the proposal as follows:

_____ I/we endorse the request for a variance as submitted.

_____ I/we object to granting a variance for the following reasons:

Additional Comments:

Thank you for your input regarding this matter. If you have any questions, please call the Board Secretary. See the Association's website (cfe7.org) for the current phone number, and she/he will have the Chair of the Project Review Committee contact you. Please send your comments to Catalina Foothills Estates No 7, P. O. Box 64173, Tucson AZ 85728-4173. Thank you.

Printed Name: _____ Lot Number: _____

Signature: _____ Date: _____