

Appendix B - Request for Variance Guidance

Before applying for a Variance, contact a Project Review Committee member to discuss your request and get information on the process. If you are unable to contact a committee member the Board Secretary can guide you in the right direction.

At a minimum, the following items should be submitted when requesting a Variance:

1. A letter or email to the Board explaining the specific Variance and the reasoning to warrant a departure from the Covenants and/or Guidelines. This correspondence must include the name of the property owner, address, lot number, and applicant's telephone number. (NOTE: A variance can not be detrimental to any other lot within CFE#7)
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. The applicant may be required (or may desire) 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.

(NOTE: The Board may provide owners of properties that would be affected by the Variance an opportunity to provide comments. They may be provided a “Project Review Comments Form”, a copy of the Variance request, and other relevant supporting documentation. The determination of which properties would be impacted is at the discretion of the Board.)