

# HOLLEY-BY-THE-SEA

## VARIANCE REQUEST PROCEDURES

The following are the submittal procedures for variance requests:

1. Plans are submitted to Architectural Committee for approval. Committee determines that a variance is necessary. Committee denies plans and then starts variance request process with requestor. Requestor is given "Application for Architectural Request for Variance", and (2) "Neighbor review of Variance" forms.

2. When request for variance is submitted, Architectural Committee reviews and makes recommendations to BOD

3. Committee provides variance request to the General Manager to be placed upon the BOD meeting agenda. Variance Requests will be heard sometime during the BOD meetings.

4. Requestor of Variance is responsible for preparation of all materials to be given to all (5) BOD members to review the request for consideration of granting the variance (a packet will be prepared for each BOD member and the GM). Requestor will be able to plea his or her case directly to BOD in a timely manner {usually limited to 3 minutes}. Materials are to be given to Architectural Office No Later Than Thursday at noon before the BOD meeting. Minimum written materials that are required for the BOD to consider the variance are:

- A. Variance request form
- B. Architectural Committee's recommendation to approve or deny the variance.
- C. Map of property area {plot plan} showing details of requested variance
- D. Copy of specific covenant or bylaw that variance affects {should be stated in denial letter}.
- E. Any other relevant materials concerning request for variance

4. At scheduled BOD meeting, Requestor, or a representative for the Requestor, presents the request for variance. BOD decides whether to grant, deny, or request further information from requestor.

Approved at the 04-12-2011 BOD Meeting