

Official Variance Request Form: City Permit Required

(Doors, windows, building additions, outdoor tankless water heater)



Multiple Variances must be submitted individually

DATE RECEIVED BY HOA: _____ UNIT# _____

Brief Description: _____

Are you using a Contractor: Yes _____ No _____

Permit # _____

Contractor: _____

Owner: _____

License: _____

Address: _____

Address: _____

Phone: _____

Email: _____

Email: _____

Phone: _____

Please read and initial at each designated area and return with your variance request. Failure to do so may result in delaying or denial of your request.

Please Read & Initial:

____ I understand that any replacements or additions which are approved must comply with all city, county, and state building codes and regulations, it is the responsibility of the owner/contractor to obtain all necessary permits/approval prior to work beginning.

____ I understand that only the specific work approved by the board may be done. Any JOB changes/modifications to the original approval must also be submitted to the board for additional approval.

____ All work must be completed within 6 months of board approval. The front office must receive a copy of the building permit (if applicable) and be notified before the work begins, and also when the work is completed.

____ Any modification/additions or construction which result in movement of sprinkler lines, electrical lines or drawing lines, are subject to changes by the association. All necessary lines must be moved prior to implementation of variance and all fees paid in advance.

____ All surfaces to be painted must be colors listed in the color charts for the applicable area. See GHBR Paint List listed on our website www.ghbr.us.

____ I am the owner of the unit with the proposed variance. Deviations from above or lack of an approved variance may result in disciplinary action in accordance with Gulf Highlands governing documents and rules, including failure to obtain a clear estoppel upon sale. As an owner I understand I may not be able to sell my unit and am responsible for any deviations from GHBR standards. Requests for deviations (variances) must be submitted in writing to the HOA office in sufficient detail for the General Manager or Board to determine its intent and impact upon, not only the unit, but its surrounding area as well. Variance requests will be in accordance with Gulf Highlands Covenants and Restrictions.

____ I have read Section II. Parcel Appearance & Maintenance – Architectural Standards in the official GHBR Rules & Regulations document.

____ I agree any work performed will match the design and harmony of existing surroundings.

____ I will call 811 to have all utilities marked before any digging.

____ I have read all variances must be turned in two weeks before the Board meeting to be considered. All variances are denied until the Board reviews and approves the variances.

Exterior Doors: Replacement or New Exterior Door Installation

(Please check which apply)

Location:

Single Front _____ Single Rear _____ Slider Rear _____ French Rear _____

Type:

Six Panel _____ Flush _____

Glass:

Door with Glass: Half _____ ¾ _____ Full _____ Half Moon _____

Material:

Metal _____ Wood _____ Fiberglass _____ Other _____

Hurricane Rated? Yes _____ No _____

If **NOT** hurricane rated, plan for storm protection:

Shutters _____ Plywood _____ Other _____

Color: _____

(See GHBR Paint List listed on our website – www.ghbr.us)

I am replacing existing door(s): Yes _____ No _____

I am installing doors in new construction: Yes _____ No _____

Total number of doors to be installed: _____

Comments or Additional Explanation:

Homeowner's Signature

Date

Windows/Skylights/Attic Vents: Replacement or New Installation

(Please check which apply)

Types of Windows:

Single Hung _____ Double Hung _____ Sliding _____ Fixed Glass _____

Material:

Vinyl _____ Aluminum _____ Other _____

Colors:

White _____ Bronze _____

Hurricane Rated? Yes _____ No _____

If **NOT**, hurricane rated, plan for storm protection: Shutters _____ Plywood _____ Other _____

Note- All window frames on Grand Island must be Brown.

These windows are to replace my current windows of the same size:

Yes _____ No _____

If **Yes**, then skip Size section. If **No**, complete the following:

Sizes of new windows installed (must meet city, county, state requirements)

Window 1: _____ Inches X _____ Inches X _____ Inches X _____ Inches

Window 2: _____ Inches X _____ Inches X _____ Inches X _____ Inches

Window 3: _____ Inches X _____ Inches X _____ Inches X _____ Inches

Window 4: _____ Inches X _____ Inches X _____ Inches X _____ Inches

Total number of new windows to be installed: _____

Comments or Additional explanations:

Homeowner's Signature

Date

New Construction- Additions

(Please check which apply)

Type of new construction:

Room addition: First floor _____ Second Floor _____ Other _____

Enclosed room addition:

Existing Slab _____ Slab Extension - Length: _____ x Width: _____

Note: All slabs require a 2 ft set back from property Line.

Outside Materials:

Stucco _____ Exterior color must match existing unit color.

Front of units between privacy walls: T1-11 plywood or Hardie Panel Vertical siding SIERRA 8, or similar in look & appearance of GHBR. Rear of units: stucco ONLY for new additions.

Detailed drawings must accompany variance requests showing front/side/top view with all necessary measurements. All additions - require 10 ft setback.

OUTSIDE CONSTRUCTION WORKING HOURS = 7 A.M. – 7 P.M. MONDAY THRU SATURDAY. NOW WORK PERMITTED ON SUNDAY.

Homeowner’s Signature

Date

Outdoor Tankless Water Heater:

Install tankless water heater on rear wall _____

Homeowner’s Signature

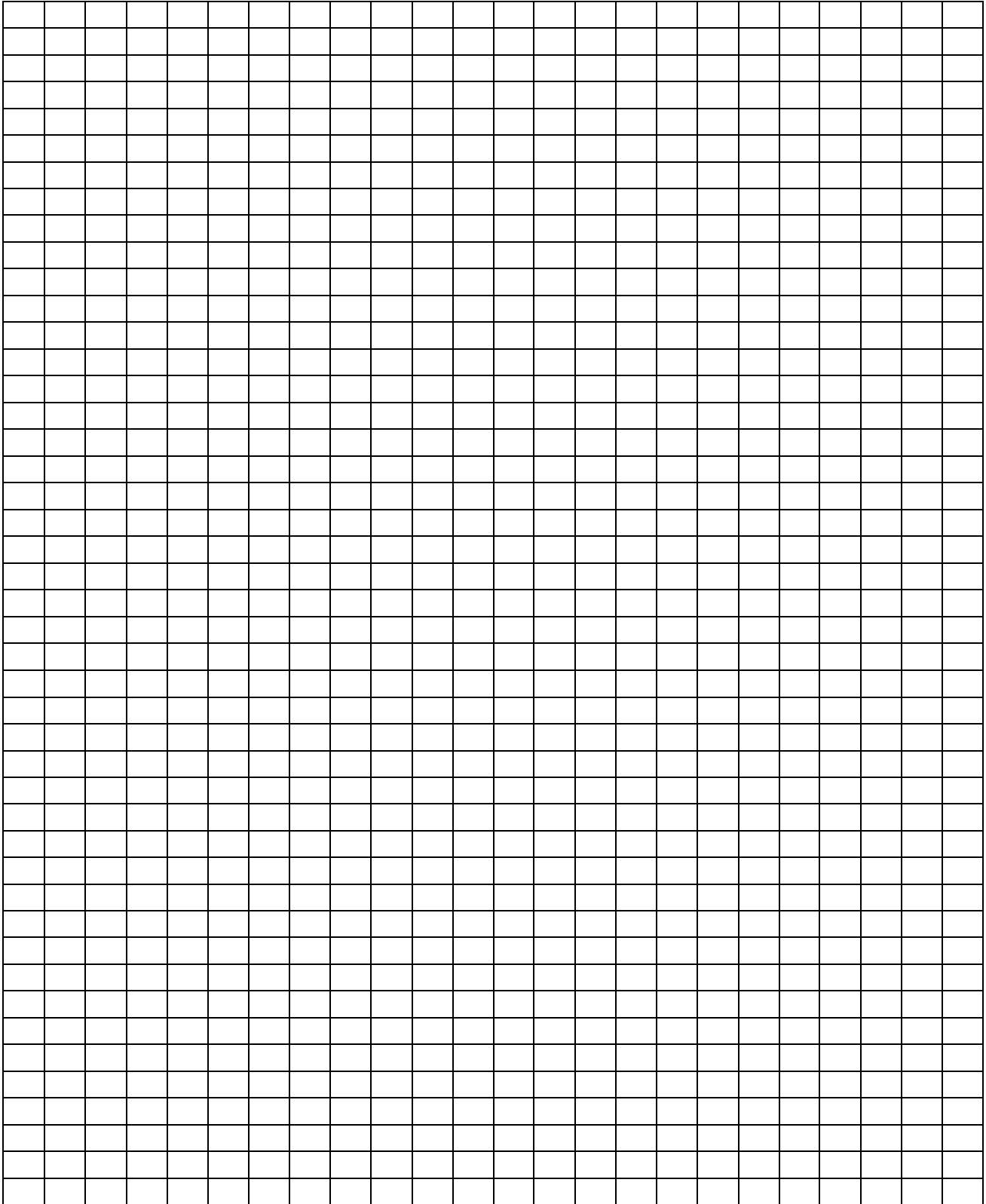
Date

It is recommended that your contractor obtain ALL applicable permits.

**ALL contractors must be licensed
Permitted Construction Hours 7am – 7pm – No Sunday Work
Emergencies – Notify HOA Office asap**

Use “Variance NO permit form” for Storm door, Open porch, or Florida rooms.

Please use this form to provide any additional details which you feel would be pertinent to your variance request.



Date Variance Submitted by Owner: _____

Date Variance Reviewed by GM: _____

Date Variance Reviewed by Board of Directors: _____

Date Variance Reviewed & OK to begin work: _____ Date Letter Sent: _____

Stipulations, if any:

Date Variance Denied: _____

Reason for denial:

Final Inspection notes:

Date of Final Inspection: _____

Signature of Approving Representative

Date:

*Failure to submit a variance will result in a \$100 fine.