

Official Variance Request Form: NO City Permit Required

NO CEMENT OVER WATER MAINS FOR THE UNIT. CITY WILL CHARGE TO BREAK THRU CEMENT IN ORDER TO REPAIR WATER MAIN BREAKS/LEAKS.



DATE RECEIVED BY HOA: \_\_\_\_\_ UNIT# \_\_\_\_\_

Brief Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you using a Contractor: Yes \_\_\_\_\_ No \_\_\_\_\_

Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

License: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Please Read & 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 and 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.ghbrus.com](http://www.ghbrus.com) .

\_\_\_\_ 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.

# 1.) Patio - Extensions/Additions/Replacement

(Please check which apply.)

Patio Extension \_\_\_\_ Addition \_\_\_\_ Replacement \_\_\_\_

**Materials to be used:** (No concrete over water mains)

Poured Concrete \_\_\_\_ Pavers \_\_\_\_

### Location:

Front \_\_\_\_ Rear \_\_\_\_ Side \_\_\_\_

### Setback

Setback distance (end of patio to property line) \_\_\_\_\_ ft

Minimum setback: Back yard common with Owner 5 ft

Back yard common with HOA 2 ft

### Configuration

To minimize impacts to the pervious areas (greenspace), the maximum patio area is 18 ft wide and 12 ft deep.

I am replacing/improving only my existing patio area \_\_\_\_\_

I am adding additional area to my existing patio. Length: \_\_\_\_\_ft X Width: \_\_\_\_\_ft

Height of patio above ground at edge \_\_\_\_\_ inches

Patios where the height above ground is greater than 2” shall have a turn down footer that extends at least 6” below ground to prevent undermining from stormwater runoff. The patio shall not be greater than 12” above ground.

**Safety Railing:** \_\_\_\_\_ (provide sketch of proposed railing)

Safety railing will only be approved along the canals for safety purposes. Railing shall not exceed 42” in height and must allow at least 42” access between units for Emergency Personal

Any movement of sprinkler/drain/electrical lines will result in fees levied by the Association. Movement of all lines must be completed prior to implementation of variance request.

\_\_\_\_\_  
Homeowner’s Signature

\_\_\_\_\_  
Date

## 2.) Canal Deck Extensions/Additions/Replacement

(Please check which apply.)

**Materials to be used:**

Pressure Treated Wood \_\_\_\_\_ Composite Lumber \_\_\_\_\_

**Please describe in detail and provide a plan sketch:**

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\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

## 3.) Golf Cart Pad- Extensions/Additions/Replacement

(Please check which apply.)

Extension \_\_\_\_\_ Addition \_\_\_\_\_ Replacement \_\_\_\_\_

**Materials to be used:**

Poured Concrete \_\_\_\_\_ Pavers \_\_\_\_\_

**Location:**

Sketch showing location and dimensions is provided \_\_\_\_\_

Edge of pad is greater than 15 ft from fire hydrants \_\_\_\_\_

Pad will not impact drainage \_\_\_\_\_

Pad will not create ponding water \_\_\_\_\_

A minimum setback of 2 ft is provided \_\_\_\_\_

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

### 4.) Landscaping - Additions/Deletions

(Please check which apply and provide requested information.)

Please describe in detail, utilize graph for drawing out plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am a full-time resident and will maintain the landscaping including trimming and weeding \_\_\_\_\_

I am not a full-time resident and propose the maintenance plan as described below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

### 5.) Storm Doors

(Please check which apply and provide requested information.)

Front \_\_\_\_\_ Rear \_\_\_\_\_

Color \_\_\_\_\_

Manufacturer and model number \_\_\_\_\_

Photo Provided (typically obtained from internet or store) \_\_\_\_\_

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

## 6.) Standup Storage Unit

- No homemade or metal standup storage units.
- No standup storage units will be allowed in front or on the side of any townhomes.
- No standup storage unit shall be used as a wall between units.
- No standup storage units will be allowed on lawns, grass, or bare ground.
- All standup storage units will be located in the rear of townhomes.
- All standup storage units must be made of plastic/resin.
- Size and color must be approved with a variance by GHBR Board of Directors.
- Depending on placement the size will be determined by GHBR Board of Directors.
- Only one (1) standup storage unit will be allowed per townhome.

(Please initial and provide requested information.)

### Storage Unit Information

Width: \_\_\_\_\_ Height \_\_\_\_\_ Depth \_\_\_\_\_

Manufacturer and Model No: \_\_\_\_\_

A sketch is provided to show exact placement of standup storage unit \_\_\_\_\_. (initial)

Standup storage units must be neat and closed at all times. Nothing will be allowed to be attached to a standup storage unit or stacked on top of it.

As an owner, I agree to maintain the appearance of my standup storage unit. I acknowledge and agree that failure to do so will result in having to remove my standup storage unit.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

## 7.) Gutters and Downspouts

(Please check which apply and provide requested information.)

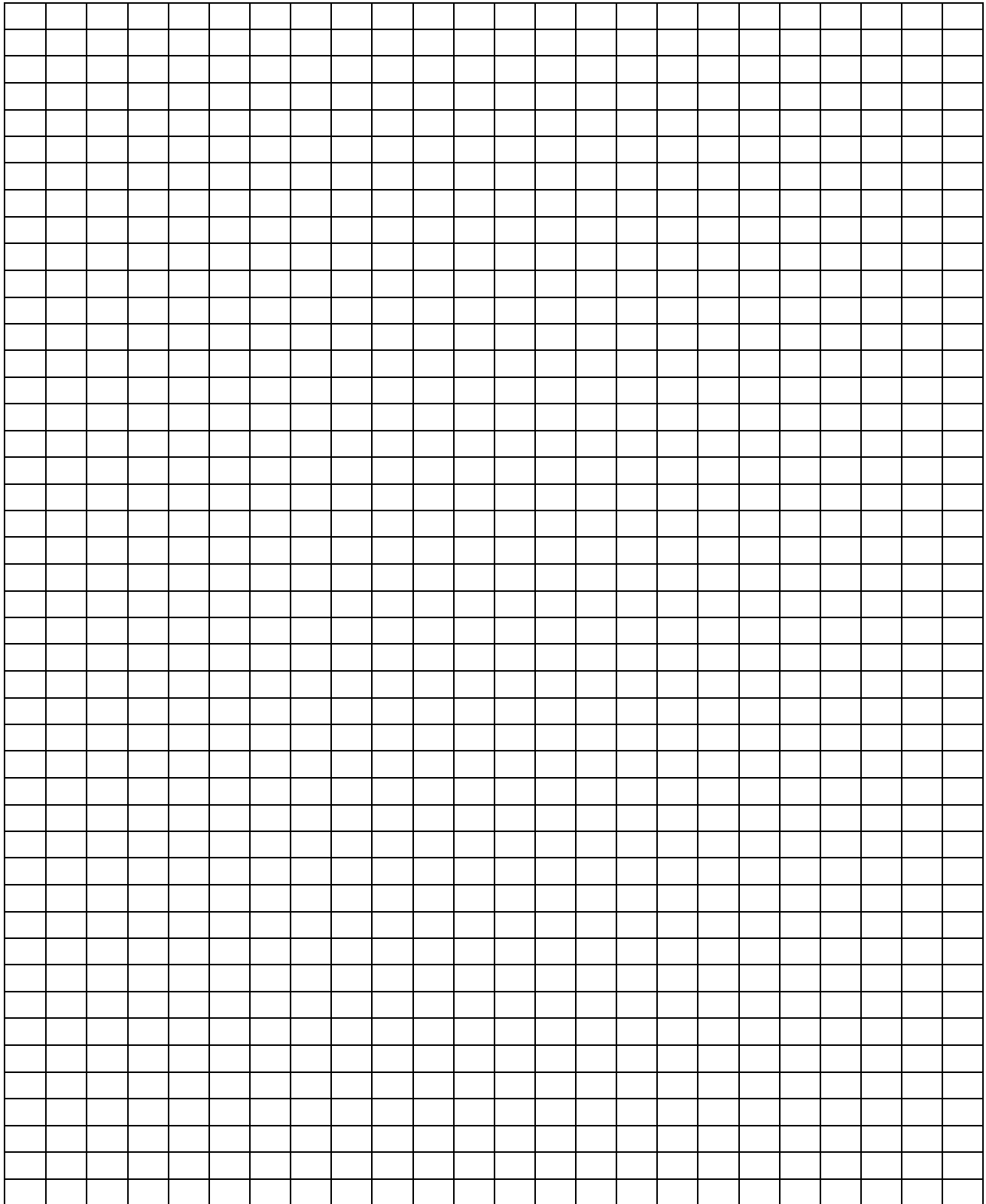
Front \_\_\_\_\_ Rear \_\_\_\_\_

Color \_\_\_\_\_ (must comply with the GHBR color scheme)

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date







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\*