

CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.

VINYL FENCE VARIANCE REQUEST

PLEASE RETURN COMPLETED FORM TO:

Churchville Greene Homeowners Association
C/o Churchville Greene HOA Architectural Committee
Please **Deposit Variance into Locked Box at Barn** (Do not Mail)
Churchville, NY 14428

HOMEOWNER: _____

ADDRESS: _____

PHONE: Daytime: _____

Evening: _____

PROPERTY: _____

TO THE BOARD OF DIRECTORS:

I REQUEST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE EXTERIOR OF MY TOWNHOUSE OR TO THE COMMON AREA OF THE COMMUNITY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO OBTAIN ANY BUILDING PERMITS THAT MAY BE NECESSARY FOR THIS WORK. I HAVE ATTACHED A SKETCH OF PROPOSED CHANGES, LISTED MATERIALS TO BE USED, AND INDICATED WHO WILL DO THE WORK (please be explicit; extra sheets may be attached).

REASON FOR VARIANCE REQUEST:

WHO WILL COMPLETE THE WORK? (All Manufacturer/Suppliers must provide RPG a certificate of insurance evidencing appropriate liability and workers compensation insurance): _____

LENGTH OF GUARANTEE (If applicable): _____

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION:

DATE

SIGNATURE OF PETITIONER

=====

BOARD OF DIRECTORS ACTION:

_____ APPROVED _____ DENIED

DATE

AUTHORIZED SIGNATURE

COMMENTS:

LATEST COMPLETION DATE AFTER WHICH ANY APPROVAL IS AUTOMATICALLY REVOKED AND NEW VARIANCE REQUEST IS NECESSARY: _____

DATE ON WHICH ACTED-ON VARIANCE REQUEST MAILED TO PETITIONER _____

CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.

VARIANCE REQUEST CHECKLIST FOR VINYL FENCES

Recommended Manufacturers/Suppliers:

New York State Fence

858 Manitou Rd,
Hilton, NY. 14468
(585) 392-3222

All American Fence

616 Trimmer Road
Spencerport, NY 14559
(585) 352-8370

Lowe's Home Improvement

Various Local Locations

VINYL FENCE HOMEOWNER GUIDELINES:

Is there a Meter Chase in your patio area? Yes_____ No_____

1. If the land topography (hills or embankments) requires fencing that is shorter than 5 feet to affect a level fence height, this must be specified on the Variance Request. If the terrain is uneven, you must attach proposed plan/sketch of different fence heights. The Manufacturer/Supplier can provide this when estimating the job.
2. Residents are required to use one of the above approved Manufacturers/Suppliers for the removal and replacement of any existing fence. When replacing a fence, **it is required to contact 811 (Dig Safely New York)** prior to starting the job, but it is your responsibility to ask the Manufacturer/Supplier prior to any removal and installation. If a Homeowner is self-installing a fence, then the Homeowner **must contact 811 directly** to schedule the stakeout before work begins. Any resident who fails to comply with this requirement is responsible for any underground utility damages and repairs that are subsequently required.
3. All contractors performing work on Churchville Greene premises must be covered by Worker's Compensation Insurance. They must also execute a "Hold-Harmless" release and submit this, along with a photocopy of their Certificate of Insurance, to the Management Company prior to beginning any work on-site. Churchville Greene Homeowners Association and our Management Company must be listed as "named insured."
4. Should a homeowner choose to install their own fencing, he/she is required to use only one of the approved Manufacturers/Suppliers and one of the approved fence styles. If any product (fencing) or installation work does not meet the standards of this Variance, the homeowner will be required to have the fence removed.
5. An additional responsibility of the homeowner and contractor is to insure the integrity of the drainage system that connects the roof gutter to any above ground piping, and to any underground piping that connects to the storm sewer. If this system is damaged during the fence replacement/repair process, it must be reinstated back to its original functioning condition.
6. Any fence that is installed by a Manufacturer/Supplier will not incur any sales tax as this is considered a Capital Improvement. Any Homeowner installed fence will incur the sales tax charge for materials
7. The removal of the existing fence and proper disposal is the homeowners' responsibility. Most Manufacturers/Suppliers will price this into their contract.

VINYL FENCE SUPPLIER/INSTALLER SPECIFICATIONS:

Homeowner Copy (Keep with Variance Request after signature)

- The removal of the existing concrete post footers is required due to the fact that the vinyl fence posts are 5" x 5" prior to installing a new vinyl fence. Again, the proper disposal is the homeowners' responsibility and most Manufacturers/Suppliers will price this into their contract.
- The new fence must be in the same footprint of the existing fence with consideration being given to the larger fence post.
- All fence post holes are required to be a minimum of 30" deep from the surrounding surface for frost movement protection.
- All fence posts are to be 5" square and of a routed design. Bracketed fences are not allowed. Pressure treated lumber posts wrapped in vinyl will not accommodate the routed design; thus, they are not allowed.
- All fence posts need to be set in a minimum of 120 lbs. of WET MIX concrete (1½ 80 lb. bags). Dumping a bag of Dry Concrete Mix into the fence posts holes will NOT be accepted.
- The gate posts on both sides **must have** a metal stiffener in order to bear the weight of the swinging gate.
- The bottom rail **must have** galvanized steel reinforcement channel to avoid fence panels from sagging.
- Metal stiffeners are available for all end posts, joining posts, and latch side of the fence gate for added strength, if preferred. Corner posts are not available with stiffeners.
- Fence height will be required to be 5 or 6 feet with a matching gate height.
- Gate latches must make it accessible for opening from both sides of the gate. This is due to fire codes.
- Gate latches and hinges must be black in color. Hinges are to be of a metal composition.
- Post caps must be a flat style. Solar lighted flat post caps are available and acceptable.
- Color of fence will be limited to white or tan, dependent upon the manufacturer. Fence panels, posts and gates must be all of the same color.
- The homeowner is to provide a copy of these specifications to the Supplier/Installer for signature.
- Product brochure(s) given to you (Homeowner) by the Fence Supplier.
- The Supplier understands and agrees to the all of the above specifications
- Supplier/Representative Signature: _____ Date: _____

VINYL FENCE SUPPLIER SPECIFICATIONS (Give to Supplier):

Churchville Greene, Churchville, NY. Supplier Specifications Copy

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- Product brochure(s) supplied to the Homeowner with this Variance Request.
- Homeowner Specifications sheet Signed and Dated. (Page 3)

You (Homeowner) must select (1) Approved Fence Style

Colors Available: (Check with the Manufacturer):

SMOOTH WHITE 
(Non-textured)

SMOOTH TAN 
(Non-textured)

Style(s) Available:



Manufacturer

New York State Fence

Style Name

Solid Board with Victorian Top

Height

5' or 6'



Manufacturer

New York State Fence

Style Name

Semi-Privacy Board (3" boards, 3/4" spacing)

Height

5' or 6'



Manufacturer

- All American Fence
- New York State Fence
- Lowe's Home Improvement

Style Name

- Flat Top Solid Panel
- Flat Top Solid Panel
- Flat Top Solid Panel

Height

- 5' or 6'
- 5' or 6'
- 5' or 6'



Manufacturer

- All American Fence
- New York State Fence
- Lowe's Home Improvement

Style Name

- Solid Board with Lattice Top
- Solid Board with Lattice Top
- Solid Board with Lattice Top

Height

- 5' or 6'
- 5' or 6'
- 5' or 6'