

Sutton Park Condominium

VARIANCE REQUEST

RETURN COMPLETED FORM TO:

Sutton Park Condominium
c/o Realty Performance Group, Inc.
1800 Hudson Avenue, Suite 100
Rochester, NY 14617

REQUESTED BY:

HOMEOWNER: _____
Address: _____
Phone: Daytime _____ Evening: _____

TO: THE BOARD OF MANAGERS:

I REQUEST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE INTERIOR/EXTERIOR OF MY CONDOMINIUM UNIT OR RESTRICTED COMMON ELEMENTS. 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 (manufacturer's brochures should be attached where the requested changes will affect the exterior building appearance), 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 contractors must provide certificates of insurance evidencing appropriate liability and workers compensation insurance): _____

LENGTH OF GUARANTEE (IF APPLICABLE): _____

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE CONDOMINIUM: _____

DATE SIGNATURE OF PETITIONER

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BOARD OF MANAGERS ACTION:

_____ APPROVED _____ APPROVED WITH CONDITIONS _____ DENIED
Please contact the On-Site Service Manager before work begins.

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: _____