

**VARIANCE REQUEST**

**PLEASE RETURN COMPLETED FORM TO:**

Realty Performance Group, Inc.  
1800 Hudson Avenue, Suite 100  
Rochester, New York 14617

HOMEOWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Daytime \_\_\_\_\_

PROPERTY: \_\_\_\_\_

Evening \_\_\_\_\_

**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 contractors 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 \_\_\_\_\_