

**CONCORD SQUARE HOMEOWNERS ASSOCIATION
VARIANCE REQUEST**

Return Form to:

Ben Prokop
Concord Square Property Manager
Realty Performance Group
1800 Hudson Avenue Suite 100
Rochester, NY 14617

NAME: _____
ADDRESS: _____

PHONE: _____

TO THE BOARD OF DIRECTORS:

I request permission to make the following changes to the exterior of my home.

VARIANCE CHECKLIST – PLEASE INITIAL ON THE LINES

____ I have attached a sketch of proposed changes, listed the materials to be used or a brochure for the windows, doors, paint colors, etc. **(Patios must be 6 inches from shared fences and clear of garage and drains.)**

____ The contractor doing the work is:

Name: _____

Phone Number: _____

(All contractors must provide a certificate of insurance showing appropriate liability and workers compensation insurance)

____ The date the work is expected to be started. **Work cannot start until the variance is approved at a board meeting and you have received notification. Work must be completed within 90 days or approval.**

____ The contractor or I have applied for the Town of Penfield variance and/or building permits, if required.

____ I will notify the Superintendent when the work has been completed. Phone #377-2240

Date

Homeowner Signature

The Board of Directors will review and respond within 45 days of the date the completed variance is received.

Architectural Committee recommendation:

Approved: _____, _____

Denied: _____, _____

Date _____

Board of Directors:

Approved: _____, _____

Denied: _____, _____ Date _____

More information required:

The work has been completed according to the specifications approved:

Concord Square Property Manager

Date

VARIANCE ADDENDUM LIST

A Variance Request must be **SUBMITTED IN ADVANCE** of any changes to building exteriors. If you have any questions regarding these or any other aspect of the variance process, please contact a board member or our Management Company.

Specific Item requirements include:

- Full view white storm door on front of units
- Required - White Wayne Dalton Steel Gauge garage doors, (with or without windows). If door with windows is chosen, windows must be in the third panel. (As of September 2012, the following vendors supply Wayne Dalton Garage doors – Felluca Garage Doors (585-467-2391) and Precision Garage Door Service, Inc. (585-2238960).
- Clear glass block windows must be used for basement windows
- Outdoor type electrical outlets
- For Satellite Dish (Please see separate Satellite Dish Variance Form) Cable or dish wires may not be left exposed on any unit exterior walls. To insure compliance by the cable company, please notify superintendent to meet when cable install person arrives

Other Requirements include:

- All patio area floor or base surface repairs /renovations must leave at least a 6 inch clearance next to all buildings & common shared fences.
- New furnace /hot water heater exterior exhaust installs are preferred to exit into unit patio areas whenever possible & require prior variance approval.