CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.

VINYL FENCE VARIANCE REQUEST

Date Received:_____

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 the HOMEOWNER a certificate of insurance evidencing appropriate liability and workers compensation insurance). These certificates must be supplied with the Variance to the Architectural Committee. _____

LENGTH OF GUARANTEE (If applicable): _____

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION:

_____

_____ _____
DATE SIGNATURE OF PETITIONER

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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

VINYL FENCE HOMEOWNER GUIDELINES:

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

If YES: The Chase must be 3 feet from the Electrical Disconnect Boxes and 5 feet tall. Dimensions must be submitted along with the Variance.

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 a proposed plan/sketch of different fence heights. The Manufacturer/Supplier can provide this when estimating the job.

1. 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 damage and repairs that are subsequently required.

2. **Insurance Requirement:** All Contractors performing work on Churchville Greene premises must be covered by Worker's Compensation Insurance that must be provided to the Homeowner prior to beginning any work on-site. The Homeowner must be named as the holder of policy along with the Homeowner's address

3. 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.

4. An additional responsibility of the homeowner and contractor is to ensure 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.

5. 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.

6. The removal of the existing fence and proper disposal is the homeowners' responsibility. Most Manufacturers/Suppliers will price this into their contract.

7. **Building Permit Requirement:** Any new fence installation within Churchville Greene requires a Building Permit from the Village of Churchville**. It is the homeowner/applicant's responsibility to obtain this permit before any work is completed.** A certificate of insurance is also required by the Village. The permit application form is available at the Village office or on their website at **https://churchville.net>Forms.** There is a nominal application fee. Work cannot be started without a permit, and any final fence inspection will be completed by the Village of Churchville Building Inspector.

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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. Fence panels, posts and gates must be all of the same color, durability and high quality.

- 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 SUPLIER SPECIFICATIONS (Give to Supplier):

Churchville Greene, Churchville, NY. Supplier Specifications Copy

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- 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. Fence panels, posts and gates must be all of the same color, durability and high quality.
- 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

Color: **SMOOTH WHITE** (Non-textured)

Style(s) Available:



Style Name: Solid Board with Victorian Top
Height: ☐ **5'** or ☐ **6'**



Style Name: Flat Top Solid Panel
Height: ☐ **5'** or ☐ **6'**



Style Name: Solid Board with Lattice Top
Height: ☐ **5'** or ☐ **6'**

Manufacturers/Suppliers Used by Homeowners in Churchville Greene:

- **New York State Fence**
- **All American Fence**
- **Lowe's Home Improvement**
- **Vinyl Outlet**
- **Regency Fence Company**
- **Halco (supplies to Contractors only)**

The vendors listed above have done Vinyl Fence installations in Churchville Greene & will:
1) Stand behind their product &
2) Adhere to the required specifications.
3) **Special Note:** If you are using a vendor other than those listed above, fence specifications must be submitted by the homeowner **before** any Board review and final approval.