CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.

WOOD 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).

_____

_____

_____

_____

Fence Stain Information: _____ (See colors at the Barn)

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 WOOD FENCES:

☐ Pressure treated lumber (required) for all posts, boards, slats, braces, and gates.

☐ Located on exact footprint and exact dimensions.

☐ Meter Chase in the Patio area? NO_____ YES_____

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.

☐ New Post(s) Installation? NO_____ YES_____

Homeowner Post Installation? **If YES,** 811 Requirement is to be completed by Homeowner. ** (see below)

Contractor Post Installation? **If YES**, 811 Requirement is to be completed by Contractor. ** (see below)

☐ Fence height? 5 feet _____ 6 feet _____

☐ Gate with black hardware.

☐ Staining **must match** examples at the barn. Stain color must be documented on the Variance Request. Natural wood preservatives only, no paint.

☐ Stain to be applied 1 year after fence installation. Pressure treated lumber requires 1 year of natural curing before staining.

☐ Uneven terrain. Please attach proposed plan/sketch of different fence heights.

Choose one style only:



☐ Stockade



☐ Dog Ear

FENCE SPECIFICATIONS:

- Pressure treated lumber is required on any replacement installation. The wood fence should be no higher than six feet above the ground at any point. The top of the fence must be level.
- If the land topography (hills or embankments) requires fencing that is shorter than 5 feet to effect the level fence height, this must be specified on the Variance Request.
- The replacement fence must be the exact dimensions/footprint of the original fence.
- All fence post holes are required to be a minimum of 30" deep from the surrounding surface for frost movement protection.
- 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.
- Fence gates are required and must be the same height as adjoining fence sections.

- **Inside and outside gate latches are required for both 5-foot and 6-foot fences**, which will allow for door opening accessibility from both sides of the gate.
- Gate latches and hinges must be black in color. Hinges are to be of a metal composition.
- Old (non-pressure treated) posts are not to be reused.

- **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.

- **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 the policy along with the Homeowner's address.

- ****Dig Safely New York (the Underground Detection Service, also known as an 811)** must be called to locate any underground utilities, and consequently staked out prior to removing and replacing one or more old posts. Replacing an old post may involve the creation of a larger hole in post's current location(s). This is a free New York State service.
  If a Contractor is replacing posts, they have the responsibility to contact Dig Safely NY before any work begins. If a Homeowner is completing the post work, the Homeowner **must contact 811 directly** to schedule the stakeout before work begins. This inspection protects the Homeowner from any liability due to underground utilities damage.

Dial 811 on your telephone for a NYS representative.
More information is also available from our Village DPW at 293-3366.