

Essex Place Homeowners Association, Inc.

Variance Request Form

Return to:

Woodbridge Group
P.O. Box 237
Pittsford, New York 14534
(Tel) 385-3331 (Fax) 385-4693
E-mail: Service@woodbridgegroup.com

Requested by:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

To: Architectural Standards Committee:

I request permission to make the following changes to the exterior of my townhome, lot or to the common area of the community at _____. I have attached a sketch of proposed changes, listed materials to be used, etc. (Please be specific. Extra sheets and product brochures may be attached.).

Reason for request:

Length of guarantee (if applicable): _____

Indicate future maintenance required of the Association:

I will be responsible to restore to its original condition all damage caused by the proposed change(s).

Date: _____

Signature: _____

Architectural Standards Committee

_____ Approved

_____ Pending further Architectural Standards review

_____ Approved with conditions

_____ Disapproved

Date: _____

Signature: _____

Date on which acted-on variance request must be mailed to petitioner: _____

Comments on final inspection: _____

This architectural change will _____ will not _____ become the responsibility of the unit owner as it concerns maintenance and/or replacement.