

**Villagewood Manor Homeowners Association, Inc.**  
**VARIANCE REQUEST**

Property Owner Name: \_\_\_\_\_

Villagewood Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_

Please select the category of the request:

- |                                    |  |  |                                  |
|------------------------------------|--|--|----------------------------------|
| <input type="checkbox"/> Driveway  | <input type="checkbox"/> Exterior Painting | <input type="checkbox"/> Fence         | <input type="checkbox"/> Gutters |
| <input type="checkbox"/> Landscape | <input type="checkbox"/> Patio             | <input type="checkbox"/> Roof          | <input type="checkbox"/> Siding  |
| <input type="checkbox"/> Sidewalk  | <input type="checkbox"/> Tree              | <input type="checkbox"/> Windows/Doors | <input type="checkbox"/> Other   |

I hereby request consent to make the following change, alteration, renovation, and/or addition to my property.  
(Describe the change, addition, installation, and location): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for request: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Name of contractor (company) who will do the work: \_\_\_\_\_

**ALL applications must include the following documents/information when submitted for the request to be reviewed and considered by the committee:**

- Signed Application by the Property Owner **OR** Power of Attorney
- Contractor's Certificate(s) of Insurance must list the following as additional insured(s):
  1. The Villagewood homeowner's name and Villagewood property address.
  2. Villagewood Manor HOA, c/o Woodbridge Group Management, P.O. Box 237, Pittsford, NY 14534.
- Paint Change must include Color Samples **OR** Swatches
- Drawing(s) **OR** Sketch(es) with the size or dimension(s) of the changes or additions
- Color Picture(s) of samples and materials for the proposed change(s)
- Official Property Survey **OR** Monroe County aerial map marked with the location
- Copy of the contract **OR** proposal indicating the height, materials, shape, color name(s), and samples
- All **Landscape** requests must include Drawing(s) **OR** Sketch(es) with the size or dimension(s) of the change(s) **OR** addition(s) and a copy of the Official Property Survey **OR** Monroe County aerial map marked with the location of the landscape change(s)

Does this project involve shared/common areas?  Yes  No. If yes, have neighbors been notified?  Yes  No

Property Owner is required to obtain all required permits and approvals and to comply with all applicable Town of Perinton and New York State laws, codes, and regulations.

**Homeowner Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Return to: Woodbridge Group, P.O. Box 237, Pittsford, NY 14534**

**Email: [Service@woodbridgegrouppro.com](mailto:Service@woodbridgegrouppro.com) Phone: 585-385-3331**

**For Board of Directors' Use**

- Approved       \*Approved with Conditions (see attached)       Disapproved

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Completion deadline set by the Board (approval is void after this date): \_\_\_\_\_

Comments on final inspection by Board of Directors and/or Property Manager \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_