

<i>Office use only</i>
Project #: _____
Date Received: _____
Reviewed By: _____
Fee: _____

AR&R VARIANCE REQUEST

Note: It is recommended that an appointment be made with Field Operations in the BBVCC management office for guidance prior to starting this request. A variance to the Birch Bay Village Community Club (BBVCC) **Architectural Rules and Regulations (AR&R)** is rarely granted. The AR&R contain two allowable height variance requests: (1) golf ball screening and (2) specific lots as listed in the AR&R for Divisions 4, 11B, 12, 12A and 12C. Any other variance request must demonstrate that AR&R compliance represents an undue hardship. Not being able to build the size or height of a desired structure on ones lot is not an undue hardship.

Note: Complete this request by providing the asked for information and an ACC Major or Minor Project Request Checklist as applicable. This request and the proper ACC checklist must be received by the BBVCC management office no later than 45 days prior to the next ACC meeting—**NO EXCEPTIONS**. To be considered complete and in compliance with the 45 day requirement the request and it’s supporting ACC checklist must first:

- Be reviewed by the BBVCC management office.
- Have all BBVCC management office review comments incorporated.
- Have all fees and bonds paid.

Owner/Agent Name: _____

Property Address: _____

Phone #: _____ Division #: _____ Lot #: _____

Note: For either of the two AR&R allowed height variance requests described in the first note above, complete item 1 below and put N/A in items 2 thru 5.

1. Specific request. List the AR&R section(s) you are requesting a variance from and your request (such as the exact increased height in a particular setback area or exact height above the surveyed allowable height).

2. Describe the exceptional topographical or other extraordinary condition(s) that are creating the undue hardship unique to your lot.

3. Explain how your request is not a grant of special privilege or for pecuniary reason.

4. Explain how your request conforms to the intent and purpose of the AR&R while not being detrimental or injurious to other BBVCC properties.

5. Describe how your property can not be reasonably used under the AR&R without the requested variance.

Note: Upon receipt of a completed request, the management office forwards a written notice of Public Hearing to those property owners required by the AR&R.

Note: The ACC conducts a Public Hearing and either recommends approval to the BBVCC Board of Directors or disapproves the request. The BBVCC Manager conveys the Board of Directors decision on ACC approval recommendations in writing to the applicant.

I attest that I have read and understand the AR&R variance section. I further attest that all above information is given in good faith and is true and correct to the best of my knowledge.

Owner/ agent signature: _____ Date: _____