

# Variance Request Checklist for Applicants

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_

## General Requirements (All Variances)

- ☐ Written variance request with a clear explanation of the need
- ☐ Detailed description of what is being requested and why
- ☐ Visual support materials (drawings, photos, diagrams, etc.)
- ☐ Your full contact information
- ☐ Signature and date

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

## Self-Assessment (Optional)

Indicate your understanding of the variance type (final decision by ACC):

- ☐ Category 1 – Minor Deviation

(Example: small modification unlikely to impact neighbors)

- ☐ Category 2 – Substantial Deviation

(Example: major changes, visible or impactful to others)

## Important Notes

- Submitting a request does not guarantee approval.
- Category 2 variances require neighbor notification and additional processing time.
- Approved variances do not establish precedent for future requests.
- Please allow for appropriate processing time depending on your request type.