

**MASTHOPE MOUNTAIN COMMUNITY  
REQUEST FOR VARIANCE FORM**

The granting of a variance from existing documented rules and regulations requires consideration of the impact on the community as a whole and on individual surrounding properties. It is the responsibility of the applicant to provide proper documentation of the project including, but not limited to engineered building plans, professional survey and statements of a professional witnesses. The Applicant must also present a narrative describing any hardship which causes the need for the variance. Any request for variance must be treated in compliance with the procedure adopted by the Board of Directors no matter how minor it may appear.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Lot #: \_\_\_\_\_

Masthope 911 Address \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email \_\_\_\_\_

Please explain the nature of the issue and the type of variance you are requesting.

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\_\_\_\_\_

\_\_\_\_\_

**ECC VARIANCE REQUEST PROCEDURES/STEPS INVOLVED**

Request submitted in writing to ECC Officer.

1. Hearing scheduled a minimum of 30 days from request.
2. Certified notification of all neighboring properties.
3. Request and hearing date posted on community website for not less than 20 days.
4. Request and hearing date posted in weekly messages for a minimum of 3 editions.

Required Documentation

1. Narrative explaining the variance and reasons for need.
2. Land development variance requires professional survey maps.
3. Building dimension variance requires building plans, plot plans.
4. Color or material variance requires sample presentation.

## Professional / Legal Representation

Legal or professional representation is welcome. Notice of representation must be given 15 days prior to hearing. All supporting documentation must be presented 15 days prior to hearing. No variance will be issued that is not in conformance with any local, state or federal law or regulation. Any appeal of the decision must be submitted in writing to the Board of Directors and the hearing procedure will be repeated.

Property Owner Signature:

Date of Request Received by: