Date Received _____

VARIANCE REQUEST
Tower Lakes Condominium Association
(Revised 12-13-2023)

Homeowner's Name _____ **Building No.** _____

Address _____ **Phone** _____

A Variance Request Form must be completed and submitted to the Board of Trustees for approval prior to any changes made to the outside of any condo property. Purchase and installation can only begin <u>AFTER</u> the Board of Trustees' approval.

1. I am requesting approval of a variance from the Tower Lakes Declaration of Covenants and Bylaws for the purpose of installing:

   _____

   _____

2. The variance I am requesting is from Policy Number _____. I have read and understand this policy: _____(please Initial)

3. Use the back of this form to make a drawing of your condo and the proposed changes including the dimensions, color, and size of the item. Also include the location in relation to the building. Indicate the name of the installer.

4. The Variance Request needs the signatures of all Unit Owners in a two or four unit building; in the case of a Stand-Alone, signatures from neighbors on both sides are required. All unit owners must sign to indicate approval/disapproval in order for the request to be considered by the Board of Trustees.

5. **Only** what is requested on this form will be approved. **ANY changes to this variance require a new variance request.**

Unit Owner	Approve	Disapprove	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Board Action: **Approved** _____**Yes** _____**No** **Date** _____

Signed:

	_____ Pres	_____ VP	_____ Treas	_____ Sec	_____ Member
_____ Member	_____ Member	_____ Member	_____ Member		_____ **Board Verified Completion**