

Process for requesting a variance

A minimum of two weeks before the monthly Board meeting, the applicant is to provide the following:

- 11 copies, to scale, of plans and elevations of the proposed structure.
- 11 copies, to scale, of a site plan of the property with house location, property lines, and proposed structure with the encroachment accurately shown. Please note that a plot plan, normally provided at settlement is not acceptable as the accuracy can be up to +/- 3'.
- The applicant is to provide letters of abutting property owners of concurrence or objection to the proposed variance.
- The applicant is to provide the reason(s) for the requested variance.

The applicant is to email a request to be put on the agenda of the Board meeting and provide a PDF version of the required drawings. Email to: admin@hillsmereshores.org

At the Board meeting the applicant will have 5 minutes to present any supporting documentation for the variance, and a minimum of 5 minutes to respond to questions from the Board. After the presentation, the Board may discuss the request without further input from the applicant, unless additional information is requested. The Board will have until the next monthly meeting to visit the site to familiarize themselves with the request. By requesting the variance, the applicant gives permission to members of the Board access to the property on a non-interfering basis. A notification of the request will also be posted on the Hillsmere Shores website and *Sea Breeze*. At the following meeting, the Board may allow residents to speak on the proposed variance. Following any discussion, the President will call for a vote on the variance request.