

Variance Application Design Review Checklist

Application (2 copies) – Please include the following:

- Date Application Prepared
- Owner's name
- Mountain Springs Ranch Lot Number
- Mountain Springs Ranch Street Address
- Owner's contact information (address, phone number, email address)—(may NOT be the builder's info)
- Address for where to send approved variance
- Type of Variance
- Builder's Name (if applicable)
- Builder's contact information (address, phone number, email address)
- Architect's Name (if applicable)
- Owner Signature
- Builder Signature (if applicable)
- Complete description of the variance being requested
- Full explanation of why the variance is needed
- Owner's Signature and Date