

# FAIRLINGTON GLEN

## VARIANCE REQUEST FORM

(3 copies please)

### CO-OWNER INFORMATION:

Name

Date

Address

Phone

Cell Phone

E-mail

Arlington, VA 22206

Court

### STEP #1 - VARIANCE COORDINATOR ACTION (within 45 days of receipt)

Variance Request:

Recommended to Board

Returned to Co-owner for more information

Denied

Comments:

Date:

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Variance Coordinator

STEP #2 - BOARD OF DIRECTORS ACTION (within 45 days of receipt)

Granted as requested  
Granted subject to adjustments  
Granted subject to receipt of building permit  
Denied

Comments:

Date:

\_\_\_\_\_  
President

STEP #3 - DISPOSITION

Mailed/e-mailed to Co-owner on [date] by  
Copy of letter/e-mail to: (1) Variance Coordinator, (2) Secretary, and (3) Unit File

STEP #4 – BUILDING PERMIT

Variance coordinator received copy of Building permit on \_\_\_\_\_ and sent copy to Secretary and Management Agent for Unit File.

STEP #5 – CONSTRUCTION REVIEW

Co-Owner informed Variance coordinator on \_\_\_\_\_ that construction was completed.  
Variance coordinator and/or Management Agent reviewed construction and confirmed that work was \_\_\_\_\_ or was not \_\_\_\_\_ in accordance with variance approval. Date \_\_\_\_\_.



6. To perform all work at a time and in a manner to minimize interference and inconvenience to residents;

7. To assume all responsibility for the workmanlike conduct of all persons, agents, contractors and employees who are connected with the installation, maintenance or repair of the Alteration, and for the adherence to any local, state or federal regulations, such as permits and inspections, connected with the Alteration;

8. That this agreement binds I/We and our successors, assigns and runs with the title to the Unit and that I/We shall include in any contract of sale of the Unit a description of the Alteration that is the subject of this Agreement, and notice that any purchaser of the Unit is bound by the terms of this Agreement;

9. To refrain from placing anything of wire, pipe, tubing, etc., on the exterior of my Unit or an adjacent unit or the General or Limited Common Elements unless specifically authorized by the Board of Directors;

10. That I/we am/are responsible for insuring the Alteration and understand that the Council is not assuming, and is expressly disclaiming, any responsibility for insuring the Alteration and that it is my/our exclusive obligation to obtain and/or pay for any required, or subsequently required, insurance for the Alteration.

11. If approved, the work would start on or about \_\_\_\_\_ and would be completed by \_\_\_\_\_.

12. The responsible contractor (if any) selected is:

Name	Address	Phone Number
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13. I/We expressly permit the Board of Directors and its authorized agent to take steps to cure any violation of this Agreement including but not limited to the right to enter my/our Unit and remove and restore any work which the Board finds to violate this Agreement (after prior notice) and to assess any and all costs of such action against me (including legal fees and other costs and expenses).

\_\_\_\_\_  
Signature of Co-Owner

\_\_\_\_\_  
Signature of Co-Owner

County of Arlington  
Commonwealth of Virginia

SWORN and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_