



# Saddle Creek Owners Association, Inc.

## Variance Procedure & Request Form

In the event of a hardship in placing a proposed residence on a lot, building an addition, enclosure, etc., due to existing trees, site features or building size, the Applicant may request a minor variance of the setback requirement(s).

To apply for a variance, the Applicant should:

- 1) Submit a written request for a variance to a specific setback purpose. The request must include a sealed survey and two (2) copies of the proposed Site Plan showing the exact encroachment measurements.
- 2) The applicant **maybe** required to obtain a letter(s) from all adjacent neighbors stating their position on the granting of a variance into the setback. This includes side lot owners in all cases and the rear lot owners if the variance request is for the rear of the property, and frontal neighbors if the variance is for the front of the property.

Submit the Variance Request Form, site plan and the property survey by email to: [7861raad@gmail.com](mailto:7861raad@gmail.com) and [BruceSaddleCreek@gmail.com](mailto:BruceSaddleCreek@gmail.com)

If the SCOA Board of Directors approves a Variance, it **MUST** be recorded on the property deed in the office of the Clerk of the Circuit Court, Sarasota County, Florida. A copy of the recorded variance must be supplied to the Association within 30 days of recording of the approved variance.

**LOT #** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**Request Number Feet and/or Inches for:**

\_\_\_\_\_ Front Yard (200 feet minimum)

\_\_\_\_\_ Rear Yard (50 feet minimum)

\_\_\_\_\_ Side Yard (50 feet minimum)

**Present Setback:**

\_\_\_\_\_ Feet/Inches

\_\_\_\_\_ Feet/Inches

\_\_\_\_\_ Feet/Inches

Note: Corner Lot has two (2) Front Yards and two (2) Rear Yards, but no side Yard.

**Letters from all neighboring properties attached, if applicable:**

Lot# \_\_\_\_\_

Lot# \_\_\_\_\_

Lot# \_\_\_\_\_

Lot# \_\_\_\_\_

**Sealed Survey attached:** \_\_\_\_\_ **Two (2) copies of Site Plan Attached:** \_\_\_\_\_

**Application submitted by** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signature of Applicant)