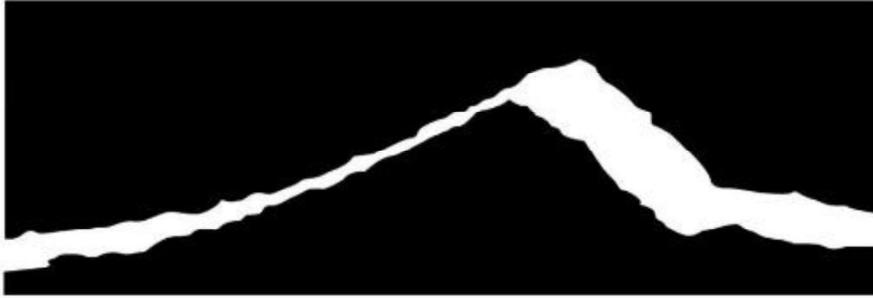


# BIG SKY OWNERS ASSOCIATION



## Variance Application and Submittal Requirements

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## Big Sky Architectural Committee Variance Application

BSOA Account #	Date		
Subdivision			
Legal Description	Lot/COS	Block	Tract
Project Address			
Owner Info	Name		
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
Architect Info	Firm Name		
	Architect Name		
	License #		State
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
Contractor Info	Company Name		
	Project Manager Name		
	Mailing Address		
	City	State	Zip
	Phone 1		Phone 2
	E-mail		
Project Description	<b>Variance (list the section(s) of the Covenants to which you are applying for a variance to-</b>		

## Big Sky Architectural Committee Variance Application and Checklist – Page 3

<input type="checkbox"/>	Variance Review Fee Paid [date]-	Amount (\$)	Check #	Date of Check
<b>Variance Submittal Requirements</b> <b>(As Applicable)</b>		Please provide one set of drawings in 11x17 format. All drawings must be legible.		
<input type="checkbox"/>	Staff Consultation Meeting	During the initial meeting with staff, staff will inform the Owner which items below are required based on the variance being requested.		
<input type="checkbox"/>	Vicinity Map	Show project location (Lot/Tract) on subdivision plat map or COS, relative to neighboring lots, adjacent roads and road names. The vicinity map shall also indicate all Adjacent Properties.		
<input type="checkbox"/>	Site Plan (1":20')	Show development area, footprint of proposed project, building envelope if applicable, easements, setbacks, existing tree masses, stream corridors, new and existing contours (2' intervals), site drainage, location of retaining walls, parking areas, snow storage areas, orientation of garage, guesthouse and caretakers units (if applicable), driveway materials and width, location of site section, and roof design indicating maximum lengths.		
<input type="checkbox"/>	Relocation of a Platted Building Envelope	Application for a relocation of a platted building envelope must also include a site plan that shows both the existing platted building envelope and the proposed relocated building envelope relative to the property boundaries.		
<input type="checkbox"/>	Site Section (1":20')	Show highest ridgeline, extent of cut and fill, and retaining walls. Site Section may be illustrated on the Site Plan or submitted separately.		
<input type="checkbox"/>	Building Height Calculations and Sketch	Show highest ridge in relation to average grade, identify points and heights used in calculating average grade, and provide clear calculations. In the event the variance request is to increase the height as permitted in the Covenants, the building height calculations must indicate the permitted height and the proposed height.		
<input type="checkbox"/>	Floor Plans (1/8":1')	The Floor Plans must illustrate rooms; fireplaces (note wood v gas); furnace (label location); and indicate square footage by level delineating habitable and inhabitable space.		
<input type="checkbox"/>	Exterior Elevations (1/8":1')	All sides. Indicate graphically and in writing all proposed exterior building materials. Show all roof slopes.		
<input type="checkbox"/>	Written Statement	Owner is required to submit a typed written letter outlining the nature of the variance request (in particular which section(s) of the Covenants the owner is requesting a variance to), the reasons for the request, and address all applicable criteria that the BSAC has to consider when evaluating a variance.		
<input type="checkbox"/>	Other	Staff will add other submittal requirements (i.e., site plan indicating view shed, photos, materials list, etc.) based on the nature of the variance request here:		

## Big Sky Architectural Committee Variance Application and Checklist – Page 4

### Variance Review Criteria for the BSAC

The BSAC shall review a variance request to the Covenants, where authorized by those Covenants, using the review criteria that is stated in those Covenants. In the event the Covenants do not contain criteria by which to review a variance to those Covenants, then the BSAC shall consider the following criteria: 1) strict compliance with the particular provision(s) of the Covenants would create an unnecessary hardship or unreasonable situation on a particular lot or tract due to unusual or extreme topography, unusual shape of the property, or prevalence of similar conditions in the immediate vicinity of the property; that the variance requested is the minimum variance that would alleviate the hardship; and that the requested variance will have a minimal adverse effect on the Adjacent Properties.

In addition to that review criteria the BSAC shall also have the right to impose reasonable conditions when granting a variance. Those conditions may include but are not limited to: 1) a time period within which the proposed structures or alterations shall be completed; 2) installation of landscaping to mitigate the effect of the variance on Adjacent Properties or view sheds; and 3) any other conditions the BSAC deems appropriate to protect, maintain, and enhance the quality of life of the Membership and property values in the Association's jurisdiction.

I have read and understand the variance review criteria for the BSAC and understand that the BSAC will also send out notice to Adjacent Properties regarding my variance request. The BSAC will review and consider feedback it receives when evaluating whether to grant my variance request. I further understand that every variance request is reviewed on a case by case basis and any variances which could be granted shall be considered unique and will not set any precedent for future decisions.

I certify I am the Owner of the real property that is the subject of this application and I have read and agreed to the above provisions.

\_\_\_\_\_  
Signature /Printed

\_\_\_\_\_  
Date

**Variance Submittal Date:**

**Variance Approval Date:**

## Designated Project Representative Form

BSOA Account #			
Subdivision			
<b>Legal Description</b>	Lot/COS	Block	Tract
<b>Owner Info</b>	Name		
	Mailing Address		
	City	State	Zip
	Phone 1	Phone 2	
<b>Brief Project Description:</b>			

<b>Project Representatives Must Be Designated Prior to BSAC Review</b>	
<p>I authorize _____ as my Designated Project Representative for the Big Sky Architectural Committee's review of my project as defined above. I understand that if my designated project representative should change, I must notify the Big Sky Owner's Association of this change in writing.</p>	
Signature _____	Date _____