

## **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)—NOT builders
- Address for where to send approved variance
  
- Builder's Name (if applicable)
- Builder's contact information (address/phone number/email address)
- Architect's Name (if applicable)
- Owner's Signature
- Builder Signature (if applicable)
- Complete description of the variance being requested
- Full explanation of why the variance is needed as per Section 3.11 of MSR ASDGS
- Owner's Signature and Date
- \$150 Application Fee