



Congress Square I Condominium

PO Box 360426

Strongsville, Ohio 44136

condohome@aol.com <http://www.geocities.com/congresssquare>

Architectural Review and Variance Request

Any changes that are made to the appearance of the exterior of the units, to the structural components of the buildings or changes to the common areas and facilities require the prior review and consent of the Board of Managers **PRIOR** the change or modification being made. Please complete and return this form in along with supporting materials at least **45 days** prior to the proposed change. Certain requests may require additional time for Board review and consideration. All requests are considered **denied** until specific written approval is granted.

NAME _____

ADDRESS _____

PHONE (H) _____ (W) _____

ARCHITECTURAL REVIEW

Please describe in detail the area where modifications will be, the general nature of the modifications, materials and other pertinent information.

You must attach a scale diagram of the modification, copies of catalog sheets of materials and products or information describing materials to be used and provide other specifications related to the modification.

VARIANCE REQUEST

Changes that are in conflict with the Association Rules, Regulations and Board Policies require the granting of a variance. Please provide the rationale for the change and the reason that compliance with accepted standards would provide a hardship to you. The ordinary cost of complying with Association guidelines is not generally considered a hardship.
