

PETITION TO THE BOARD OF ADJUSTMENT
Planning & Development Services Department

OFFICE USE ONLY	
Petition No. _____	Fee: \$ _____
Hearing Date: _____	EZ Fee: \$ _____
Account No. 001-660-6680-3401 []	
Account No. 001-660-6680-1124 (Enterprise Zone) []	
Account No. 001-660-6680-1125 (Enterprise Zone Credit []	

CHECK ONE:

Variance Appeal of Administrative Decision Special Exception Special Permit

Please note that a pre-application conference is required before submitting this application

Owner(s) of Record (please print)		Agent Authorized to Act on Owner Behalf	
Name:		Name:	
Address:		Address:	
E-mail Address:		E-mail Address:	
Phone:		Phone:	
Fax:		Fax:	
PROPERTY INFORMATION:			
Street address:			
Tax parcel no(s):			
Legal description (may be attached):			
Existing Zoning:		Lot size:	
Present use:		Proposed use:	
Historic District or Landmark?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Present structures (type) and improvements upon the land:			
SURROUNDING PROPERTY INFORMATION: (List all uses surrounding the subject property under "Existing use." Staff is available to supply zoning and land use information.)			
	Zoning	Land Use	Existing Use
North			
South			
East			
West			

Certified Cashier's Receipt:

SIGNATURE PAGE

1. (a) I hereby attest to the fact that the above supplied parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
(b) I authorize staff from the Planning and Development Services Department to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
2. I/We understand that this petition becomes a part of the permanent records of the Board of Adjustment. I/We hereby certify that the above statements and the statements or showings made in any document or plans submitted herewith are true and correct to the best of my/our knowledge.

Property Owner Signature: _____ Date: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20____,
by (Name) _____.

Signature – Notary Public

Personally Known ____ OR Produced Identification ____ (Type) _____

VARIANCE

The process for requesting a variance is documented in the Land Development Code Chapter 30-354(d)(3).

Indicate the specific code a variance is requested from and summarize the context:

Code source:	<input type="checkbox"/> Land Development Code	<input type="checkbox"/> Fire Code	<input type="checkbox"/> Building Code
Section:			

The following questions must be answered to demonstrate the foundation for the variance request as specifically required by the Land Development Regulations. As the applicant, you bear the burden of proving the variance criteria.

(1) What special conditions and circumstances peculiar or unique to this land, structure or building exist that necessitate the variance?

(2) Are these special conditions or circumstances applicable to other lands, structures, or buildings in the same district? YES NO

(3) Does a literal enforcement of the provisions of the zoning or building code limit the use of the property or building in a manner unlike that of other properties in the same district? If so, please describe the limitation or hardship.

(4) Were these special conditions or circumstances described in (1), above, the result of your actions?

(5) Explain how the requested variance will not confer a special privilege on you that is not enjoyed by other properties in the same district.

(6) Has an application for a variance been filed within the last 2 years in connection with these premises? Please note that the board will not entertain an application for a variance within two years of the board issuing a denial of the same variance request. Yes No

Please continue on additional pages as needed

(Variance, continued)

In addition to the above criteria, the Board of Adjustment will be required to make the following findings to authorize the variance request: *(please acknowledge by initialing each item)*

- _____ (a) That the applicant has met the requirements set forth in section 30-354(d)(3) of the Land Development Code
- _____ (b) That the reasons set forth in the application justify granting the variance
- _____ (c) That the variance is the minimum variance that will make possible the reasonable use of the land, structure, or building
- _____ (d) That granting the variance will be in harmony with the general intent and purpose of the land development code or building chapters
- _____ (e) That granting the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare

Check below that you have included these items with your application:

- Scaled drawing, site plan, or survey depicting property boundaries, easements, existing and proposed structures shown with their distance to the property line and existing building setback lines. The requested variance should be clearly illustrated with respect to each of these features.
- Reduced images or digital submission for oversized paper documents (greater than 11x17)
- Legal description, if not entered on front page
- Any other supporting materials you wish to provide

Variances are only authorized for height of structures, size of yard setbacks, driveway widths, street line corner clearances, and property line edge clearances as provided in section 30-336(15); and landscape and tree management and flood control provisions as provided in section 30-310.

A variance may not be granted for the following reasons:

- For establishment or expansion of a use otherwise prohibited
- Because of the presence of nonconformities in the zoning district or adjoining districts
- Because of financial loss or business competition
- Because the property was purchased with the intent to develop or improve the property, and the intended development or improvement would violate the restrictions of the land development code or building chapter, whether or not it was known at the time of purchase that such development would be a violation

Board of Adjustment Petitions

