



Life's Just Better Here

VARIANCE APPLICATION

GENERAL PROCEDURES FOR FILING A VARIANCE SUBMITTAL APPLICATION:

- Variance submittal applications may be obtained at the Community Development Services Department and may be initiated by the owner of the property involved or his legally designated representative.
- An application for Variance approval together with the appropriate fee, as established by resolution of City Commission, shall be submitted with forms provided by the Community Development Services Department.
- The Community Development Services Department shall review the application and all support documents for completeness and notify the applicant of any deficiencies in the application or support documents and specify what additional requirements are to be met. Once the Community Development Services Department has determined that the application and support documents are complete, the Department shall place the Variance application on the next most appropriate Planning and Zoning Board agenda for a quasi-judicial public hearing. Planning and Zoning Board meetings are held regularly on the first Monday after the first Tuesday of each month, beginning at 7:00 p.m. A schedule of meeting dates and deadlines is available at the Community Development Services Department.
- The applicant will receive an agenda and staff report concerning the proposed Variance and staff recommendations prior to the Planning and Zoning Board meeting.
- The initial application submittal shall be accompanied by twelve (12) copies of **a site plan showing the proposed improvement as it would be constructed if the variance is granted.** Only one copy is required to be signed and sealed. All plans shall be folded and bound together in separate plan sets with a cover sheet indicating plan sheet numbers. The overall size of plans shall be twenty-four (24) by thirty six (36) inches drawn at a scale no smaller than one (1) inch equals twenty (20) feet except when a smaller scale is approved by the Community Development Services Department. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as applicable. Such professionals shall be licensed and registered in the State of Florida. All plans shall be prepared by the proper professionals as determined by applicable laws.
- The **following standards for review must be addressed by the applicant in a written document to accompany the application:**
 1. There are special circumstances or conditions applying to the land or building for which the variance is sought, which circumstances or conditions are peculiar to such land or building and do not apply generally to land or buildings in the same district, and that said circumstances or conditions are such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of such land or building for which the variance is sought, and that alleged hardship is not self-created by any person having an interest in the property;
 2. The granting of the variance is necessary for the reasonable use of the land or building and that the variance as requested is the minimum variance that will accomplish this purpose;
 3. The granting of the variance will be in harmony with the general purpose and intent of this chapter and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.



COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

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VARIANCE APPLICATION

Address/Location of Subject Property: _____

Owner (Applicant): _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Agent for Applicant _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Legal Description of Property Involved: _____

Existing Zoning _____ Future Land Use Map designation _____

Total Acreage/Square Footage of Subject Property _____

Associated Applications (i.e., Rezoning, Plat, Comprehensive Plan amendment, etc.): _____

Current Use of Land _____

Description of Proposed Development _____

Authorized Agent Affidavit

NOTE: IF THE APPLICANT IS REPRESENTED BY AN AGENT, THE FOLLOWING POWER OF ATTORNEY MUST BE PROPERLY EXECUTED.

**KNOW ALL MEN THAT I, _____, do hereby constitute and appoint
_____ my true and lawful agent, to execute the foregoing instrument in my name, place and
stead this ____ day of _____, ____.**

Signature of owner or authorized agent

Date

Print or type name

Name of owner/agent entity if a corporation, L.L.C., partnership,
trust, etc.

Representative capacity of person signing Affidavit:

- President or Vice President of Corporation
- Managing Member of L.L.C.
- General Partner
- Trustee
- Etc.

STATE OF FLORIDA)
)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by
_____ who is personally known to me or who has produced
_____ as identification and who did not take an oath.

Notary Public

Print or type name
My Commission Expires: _____

