



ADMINISTRATIVE VARIANCE APPLICATION

**Regulations per Land Development Regulations Chapter 29.
Article 3 Sec.3-604 of the City Code of Ordinances**

Non-use Administrative Variances may be granted by the Department of Building and Zoning for applications under the following circumstances:

- 1. For single family, duplex, triplex or townhouse projects, a variance to setback requirements where the setback is not decreased by more than 20% of what is required in the applicable zoning district.**
- 2. A variance for setbacks for docks shall not exceed ten percent (10%) of the required setback.**
- 3. A parking variance for the first restaurant in a shopping center which existed at the time of the adoption of these LDRs (April 28, 2009). If a parking variance is required for a second or more restaurant in the same shopping center – that variance application and subsequent others will be heard by the Board of Adjustment.**
- 4. For single family, duplex, triplex or townhouse lots, a variance to allow a driveway to maintain a side yard setback between 2.5 feet and 5 feet, provided that the driveway is composed of pervious materials.**
- 5. A variance for the parking or storage of recreational vehicles.**
- 6. A variance for any carport structure within the required front and side setbacks.**

Application for all types of Administrative Variances shall include the following:

- a. A completed application form.**
- b. A site plan depicting the improvements to the property requiring a variance, specifically with respect to dimensions, proposed setbacks, heights, proposed landscaping and any other elements directly related to the request.**
- c. A survey of the property.**
- d. Application fee of \$262.20**

Upon receipt of the completed application, the Director of Building and Zoning (or his/her designee) shall take action required by the Land Development Regulations and either approve or disapprove the variance.



ADMINISTRATIVE VARIANCE APPLICATION

Property Owner: _____

Property address: _____

Application is made for (type of variance requested):

OWNER AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the legal owner of record of the property described and which is the subject of the proposed administrative variance, and that all statements and representations made are true and correct.

I understand that construction may not begin unless and until the variance is approved and a building permit issued, and that all construction will be inspected for strict conformance to the plans submitted, Florida Building Code and to the variance specifications granted.

I acknowledge that I am subject to penalties of law, including the laws on perjury, and to possible revocation of this variance for any false or misleading statements in this application.

Signature of Property Owner

Sworn to and subscribed to
before me this _____ day
_____, 20____.

Signature of Notary

Personally known ___ or Produced I.D. ___