



**SEMINOLE COUNTY
 PLANNING & DEVELOPMENT DIVISION
 1101 EAST FIRST STREET ROOM 2028
 SANFORD, FL 32771 (407) 665-7441 PHONE (407) 665-7385 FAX**

Variance (Residential, Agricultural, Admin) Fee: \$150.00 plus \$50.00 for each additional variance
 Variance (Non-Residential) Fee: \$500.00 plus \$75.00 for each additional variance

Application # BV20 - _____ File # _____ - 300000 Meeting Date _____

APPLICATION FOR A VARIANCE

PROPERTY OWNER / APPLICANT *(If you are not the owner please provide a letter of authorization from the owner)*

Name: _____

Address: _____ City: _____ Zip code: _____

Project Address: _____ City: _____ Zip code: _____

Tax Parcel Number: _____

Contact Number(s): _____ Email Address: _____

Is the property available for inspection without an appointment? Yes *(provide a gate code to staff, if any).*

What type of structure is this request for?	
<input type="checkbox"/> Shed	<i>Please describe:</i>
<input type="checkbox"/> Fence	<i>Please describe:</i>
<input type="checkbox"/> Pool	<i>Please describe:</i>
<input type="checkbox"/> Pool screen enclosure	<i>Please describe:</i>
<input type="checkbox"/> Covered screen room	<i>Please describe:</i>
<input type="checkbox"/> Addition	<i>Please describe:</i>
<input type="checkbox"/> New single family home	<i>Please describe:</i>
<input type="checkbox"/> Other	<i>Please describe:</i>

What type of variance is this request?				
<input type="checkbox"/> Minimum lot size	Required lot size:		Actual lot size:	
<input type="checkbox"/> Width at the building line	Required lot width:		Actual lot width:	
<input type="checkbox"/> Front yard setback	Required setback:		Proposed setback:	
<input type="checkbox"/> Rear yard setback	Required setback:		Proposed setback:	
<input type="checkbox"/> Side yard setback	Required setback:		Proposed setback:	
<input type="checkbox"/> Side street setback	Required setback:		Proposed setback:	
<input type="checkbox"/> Height	Required height:		Proposed height:	
Use below for additional yard setback variance requests:				
<input type="checkbox"/> _____ yard setback	Required setback:		Proposed setback:	
<input type="checkbox"/> _____ yard setback	Required setback:		Proposed setback:	

Total number of variances requested _____

Is this request for a structure that has already been built?

Signed: _____

Date: _____

Variance: A variance is a relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship.

A variance is authorized only for height, area, and size of structure, or size of yards and open spaces.

Land Development Code of Seminole County Sec. 30.43(3) Citation:

http://library.municode.com/HTML/13846/level3/SUHITA_CH30ZORE_PT3AD.html#SUHITA_CH30ZORE_PT3AD_S30.43BOAD

Zoning District information: http://library.municode.com/HTML/13846/level2/SUHITA_CH30ZORE.html#TOPTITLE

Respond completely and fully to all six criteria listed below to demonstrate that the request meets the standards of Land Development Code of Seminole County Sec. 30.43(3) for the granting of a variance:

1. Describe the special conditions and circumstances that exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same zoning district.
2. Describe how special conditions and circumstances that currently exist are not the result of the actions of the applicant or petitioner.
3. Explain how the granting of the variance request would not confer on the applicant, or petitioner, any special privilege that is denied by Chapter 30 to other lands, buildings, or structures in the same zoning district.
4. Describe how the literal interpretation of the provisions of the zoning regulations would deprive the applicant, or petitioner, of rights commonly enjoyed by other properties in the same zoning district and would work unnecessary and undue hardship on the applicant or petitioner.
5. Describe how the requested variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.
6. Describe how the granting of the variance will be in harmony with the general intent and purpose of the zoning regulations and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

VARIANCE SUBMITTAL CHECKLIST

Please return this checklist with your application!

NO APPLICATION WILL BE ACCEPTED AND/OR SCHEDULED unless all of the information in the Variance application and submittal checklist is provided to the Planning & Development Division.

<p><i>After the application is reviewed by staff for completeness, any items required that were not provided at the time of the application will be check marked below. These must be provided prior to scheduling of the Board of Adjustment hearing.</i></p>	
	1. Completed application
	2. Ownership Disclosure Form (Seminole County Application & Affidavit).
	3. Owner's authorization letter (if needed). This form can be obtained at http://www.seminolecountyfl.gov/gm/planning/forms.asp
	4. Provide a legible 8 ½ x 11 inch site plan with the following information <p>NOTE: Please use your property survey for your site plan, if available. See the attached site plan as an example of the information needed; please draw to scale and note the scale used on the plan.</p>
	<input type="checkbox"/> Please start with a clean survey (ex: white out old approval stamps)
	<input type="checkbox"/> Size and dimension of the parcel
	<input type="checkbox"/> Location and name of all abutting streets
	<input type="checkbox"/> Location of driveways
	<input type="checkbox"/> Location, size and type of any septic systems, drain field and wells
	<input type="checkbox"/> Location of all easements
	<input type="checkbox"/> Existing or proposed house <u>or</u> addition (Label existing, label proposed, and include square footage and dimensions of each)
	<input type="checkbox"/> Existing and/or proposed buildings, structures and improvements (Label existing, label proposed, and include square footage and dimension of each)
	<input type="checkbox"/> Building height
	<input type="checkbox"/> Setbacks from each building to the property lines
	<input type="checkbox"/> Location of proposed fence(s)
	<input type="checkbox"/> Identification of available utilities (ex: water, sewer, well or septic)
	5. Attach additional information and supporting documents such as letters of support from adjacent property owners or Home Owners Association DRB approvals, as desired.

FOR OFFICE USE ONLY

Date Submitted: _____	Reviewed By: _____
Zoning/FLU _____	
<input type="checkbox"/> Legally created parcel (1971 tax roll, 5-acre dev, lot split)	
<input type="checkbox"/> Platted Lot (check easements as shown on lots, in notes or in dedication)	
<input type="checkbox"/> Lot size _____	<input type="checkbox"/> Meets minimum size and width
<input type="checkbox"/> Application and checklist complete	
Notes: _____	



SAMPLE SITE PLAN FOR A VARIANCE SUBMITTAL

One 8 1/2" x 11" site plan (please draw to scale) is required. The application may be delayed if all required information is not included on the site plan:

- 1** Size and dimension of the parcel
- 2** Location and name of all abutting streets
- 3** Location of driveways
- 4** Location, size and type of any septic systems, drainfields and wells
- 5** Location of all easements
- 6** Existing or proposed house or addition (Label existing, label proposed and include square footage and dimension of each)
- 7** Existing and/or proposed buildings, structures and improvements (Label existing, label proposed and include square footage and dimension of each)
- 8** Building height
- 9** Setbacks from each building to the property lines
- 10** Location of existing & proposed fences
- 11** Identification of available utilities (e.g. Water, sewer, well or septic)

