



VARIANCE APPLICATION

A. GENERAL INFORMATION

- Type of Application:** VARIANCE – Commercial & New Contraction
 VARIANCE – Existing Single Family
 APPEAL – to the City Commission

B. APPLICANT INFORMATION

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Agent: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

C. FEE SCHEDULE

Application fees are Type dependent

Type	Description	Fee	Public Advertising	Application Total
VARIANCE	Commercial & New Contraction	\$200	\$ 30	\$ 230
VARIANCE	Existing Single Family	\$50	\$ 30	\$ 80
APPEAL	City Commission	\$ 250	\$ 60	\$ 310

Note: Required fees must be paid a time of filing.

Date Received: _____ Received By: _____

Comments: _____

7. Total area of parcel (in acres) or part thereof to be affected by this variance is:

8. Street frontage and average minimum width of parcel concerning this variance is:

Length

Width

9. Has any application been submitted for a variance on any portion of the parcel included in this application within the past two years? Yes No

If yes, give details of such application and final disposition

10. Has any previous application been filed within the last year in connection with this property?

Yes No

If yes, briefly describe the nature of the variance _____

11. The exact legal description of the property being petitioned is as follows (Survey Required)

[Remainder of Page Intentionally Left Blank]

E. CRITERIA

The Planning and Zoning Commission shall hear and decide requests for variances from the terms of the zoning regulations where, owing to special conditions, a literal enforcement of the provisions will result in unnecessary and undue hardship upon, and personal to, the applicant therefore, and not surrounding properties.

To authorize a variance, the Planning and Zoning Commission must find:

1. That special conditions and circumstances 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, such on-site conditions may include, but are not limited to, topography, preservation of vegetation, access, vehicular and pedestrian safety and preservation of scenic views;
2. That the special conditions and circumstances do not result from the actions of the applicant;
3. That granting the variance requested will not confer on the applicant any special privilege that is denied by the chapter to other lands, structures or buildings in the same zoning district;
4. That literal interpretation of the provisions would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the chapter and would work unnecessary and undue hardship on the applicant;
5. That the variance granted is the minimum variance that will make possible the reasonable use of the land, structure or building;
6. That the grant of the variance will be in harmony with the general intent and purpose of the Code and the Comprehensive Plan, will not be injurious to the neighborhood or otherwise detrimental to the public welfare; and,
7. The granting of the variance will not be detrimental to the property or improvements in the area in which the property is located.

In granting any variance, the Planning and Zoning Commission may prescribe appropriate conditions and safeguards, the violation of which shall be deemed a violation of this Code. The Planning and Zoning Commission may also prescribe a reasonable time limit which the action for which the variance was requested shall be begun, completed or both.

Under no circumstances shall the Planning and Zoning Commission grant a variance which permits a use not generally, or by conditional use, permitted in the zoning district involved, or any use expressly or by implication prohibited, by the terms of this Code in the zoning district involved. Non-conforming uses of neighboring lands, structures or buildings in the same zoning classifications or district, and permitted uses of lands, structures or buildings in other zoning classifications or districts shall not be considered grounds

F. SUBMITTAL REQUIREMENTS

Eight (8) copies of the following must be provided at least 30 days prior to the requested meeting date. All items must be turned in before a case may be scheduled.

1. Completed Application.
2. Application Fee.
3. Copy of the recorded deed to the property involved in request. If applicant is not owner, a notarized letter of authorization from owner must be included
4. A "Plot Plan" showing all existing and proposed structures or improvements.
5. Legal description of property in the request if the variance is for less than a complete parcel. If an application is to be withdrawn, it must be submitted in writing prior to 48 hours before the hearing to the Planning and Zoning Commissioners, or a like variance application cannot occur within one year from the date of the withdrawal.
6. If the applicant is not the owner, a notarized letter from the property owner, authorizing the applicant to act on the owner's behalf is required.
7. You may provide any additional information which may be relevant to your application.

[Remainder of Page Intentionally Left Blank]

G. APPLICANT OR AGENT CERTIFICATION:

I have read this application, and to the extent that I participated in the application, I have answered each item fully and accurately. and that all answers, information, sketches, data, and other supplementary information attached to or included herewith as application, are accurate and true to the best of my knowledge and belief.

He/she understands that this application is submitted pursuant to the City of Crescent City's Comprehensive Plan and Land Development Code and Chapter 163, Part II (The Community Planning Act) of the Florida Statutes. The public record of this matter will consist of this application, the exhibits, documents, or other materials prepared by the applicant and submitted to the City of Crescent City; information or materials the City of Crescent City may submit: public comment submitted through the City of Crescent City; and comments made at public hearings related to this application.

He/she understands the application must be submitted during the established submission period to: City of Crescent City, Planning and Zoning, 3 N Summit St, Crescent City, FL 32112. Completeness of application is the responsibility of the applicant.

Signature of Applicant

Date

Type or Print Name

Signature of Agent

Date

Type or Print Name

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me this ____ day of 20____, by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Notary Public

(SEAL)

Type or Print Name