



OWNER/APPLICANT: _____

MAILING ADDRESS: _____
Street

City _____ State _____ Zip _____

TELEPHONE: (_____) _____

SUBJECT PROPERTY: _____
{If Different From Above}

LEGAL DESCRIPTION: _____

▪ **PLEASE EXPLAIN NATURE, EXTENT, PURPOSE AND NEED FOR VARIANCE:** _____

▪ **PLEASE PROVIDE DETAILS OF HARDSHIP:**
{In accordance with Article 23, Sec 4.1, incl.: Certain and specific criteria is identified which prescribes the basis for the granting of the Variance. These criteria must be identified to establish the justification for the Variance. In general, these criteria are: 1) the Land or structure configuration restricts the reasonable use thereof; 2) the circumstances are unique to the area; 3) the literal interpretation of the law creates a hardship for the reasonable use; 4) the hardship is not self created; or 5) that the Variance applied for provides for the minimum relief from the established hardship.}

▪ **PLEASE NOTE:**
Any variance authorized by the City Commission shall expire 180 days after the date of action on such variance by the Commission, unless a building permit, based upon and incorporating the variance, is issued within the aforesaid 180-day period.

The undersigned, as owner of the above described property and as applicant herein, does hereby waive any formal notice to him/her/it that the City would otherwise be required to give in writing and/or formally relative to the matters being subject of this application, except that the applicant should be advised of the time, place and date that this application and the issue particularly relating to it will be brought before the City Commission or any boards of the City which must review same.

APPLICANT SIGNATURE: _____ **DATE:** _____

Please include the following with your application:

1. A scaled map which shows lot, block and subdivision designations or properties completely or partially within a radius of 300 feet of the borders of your subject property; and
2. A current survey of your subject property with the location and nature of the requested variance clearly depicted thereon. In accordance with Art. 23, Sec 4.3: No Variance may be granted for any use that is not permitted in the District involved.

FILING FEE: \$500.00 per Variance (Residential) Date Received: ____/____/____
\$750.00 per Variance (Non-Residential) Received By: _____

PLANNING & ZONING BOARD RECOMMENDATION: Approve Deny Modify _____

DATE: ____/____/____

CITY COMMISSION ACTION – 1st HEARING: Approve Deny Modify _____

DATE: ____/____/____

CITY COMMISSION ACTION – 2nd HEARING: Approve Deny Modify _____

DATE: ____/____/____