

APPLICANT INFORMATION

PLEASE RETAIN THIS SHEET FOR YOUR USE IN PRESENTING YOUR VARIANCE REQUEST BEFORE THE BOARD.

CRITERIA: The Board of Adjustment is authorized to grant variances to the Zoning Code in specific cases where a literal enforcement of the Zoning Code results in unnecessary **hardship**. The following criteria must be shown by the applicant in order to have a variance granted.

- 1) Special conditions and circumstances must exist which are peculiar to the land, structure or building involved and are not applicable to other land, structures or buildings in the same zoning district.
- 2) The literal interpretation of the provisions of the zoning code would deprive the applicant of the rights commonly enjoyed by other properties in the same zoning district.
- 3) Special conditions and circumstances do not result from the actions of the applicant.
- 4) Granting the variance will not confer on the applicant any special privilege that is denied by the zoning ordinance to other lands, structures, or buildings on the same zoning district. No nonconforming use of the neighboring lands, structures or buildings in other zoning districts shall be considered grounds for the issuance of a variance.

APPLICANT'S PRESENTATION: The Chairman may apply the following standards for presentations when deemed necessary. Each individual applicant will have five minutes to present his/her request, and a group will be limited to ten minutes with rebuttal time limited to three minutes. All comments, pro or con, from the other interested parties will be limited to three minutes.

ALL APPLICANT'S NEED TO SUBMIT **EIGHT (8) COMPLETE AND STAPLED COPIES(report covers, binders, etc will be removed and discarded) OF ALL INFORMATION REQUESTED. APPLICANT MUST LIMIT THE SIZE OF INFORMATION SUBMITTED TO **11 X 17 OR SMALLER.** ALL SURVEYS SUBMITTED NEEDS TO BE TO SCALE.**

The information on this page is provided to assist you. Please bring it to the meeting, and use it as a guide during your presentation. The Board of Adjustment meets the third Tuesday of each month in the Commission Chambers at 5 p.m. The Chairman will call the meeting to order and explain the rules and procedures at that time.

**INSTRUCTIONS FOR
CITY OF WINTER PARK
BUILDING AND CODE ENFORCEMENT
DEPARTMENT
VARIANCE APPLICATION**

General Instructions: Please completely fill out the variance application and submit it to the Code Enforcement Division, City Hall, 2nd Floor. Pay the Residential fee of \$200, Commercial or Multi-Family fee of \$400 (The application fee is doubled if the request is after-the-fact.) If the applicant requests to table the matter, an additional fee of \$100 will be charged. **Provide all information requested** on the application form. **All large plans must be reduced to 11X17 or smaller.** The following check list is provided for your convenience.

Checklist of additional items requested:

- 1)_____ A recent survey to scale.
- 2)_____ A site plan (drawn to scale) showing any existing building on the site and any additions you wish to make clearly marked. Setbacks of existing structures and proposed structure should be clearly marked on this site plan.
- 3)_____ For ALL residential applications involving additions - A set back/ Coverage Calculation sheet must be filled out for Impervious Lot Coverage, Floor Area Ratio (FAR), and Setbacks. If you have any questions about filling this out, please call for assistance.
- 4)_____ Show Elevations of existing curbs, and existing grade in front of building for height variances.
- 5)_____ Provide Floor plans and elevations if applicable, (i.e. changing the footprint of the building, but not for a fence application).
- 6)_____ Include any additional items that may further clarify your application, i.e., photographs, and letters from adjoining property owner or other neighbors. (These items will be sent to the board prior to the meeting.)
- 7)_____ If you do not own the property, you will need a letter of authorization from the owner(s) to act as agent for the owner. If the applicant is not the owner, but plans to purchase the property, attach a copy of the purchase contract, or option on the property.

If you have any questions the clerk will be happy to assist you.
Call 407-599-3237 between 8am-4:45pm.

The criteria for acceptance of an application for a particular month is as follows: (1) The Board will only hear 10 cases each month (this includes Old Business) and, (2) new variance applications must be received before 5 p.m., 27 days prior to the next meeting date. Applications must be complete with all the requested items provided. Applications will be scheduled contingent on space available, and in the order they were received.

Note: It will be necessary for you to post a Board of Adjustment placard on the property 15 days before the meeting visible from each street front. We will call you to pick it up when it is completed.

**CITY OF WINTER PARK
VARIANCE APPLICATION
BUILDING AND CODE ENFORCEMENT**

Building & Code Enforcement Division
401 South Park Avenue
Winter Park, FL 32789
Ph: 407-599-3237

Date Received _____
Assigned _____
Date of Hearing _____

Name: _____

Owner: _____

(Address)

(Address)

(City, State) (Zip)

(City, State) (Zip)

(Phone – Home)

(Phone – Home)

(Phone – Work or Cell)

(Phone – Work or Cell)

If the applicant is not the owner, attach a copy of the purchase contract, or option on the property, or a letter signed by the owner of record authorizing the applicant to act as an agent for the owner.

*This request is for a variance from requirements of Article III, Zoning of the Land Development Code of Winter Park, Section_____, Paragraph_____, Zoning_____.

State briefly (Clearly Printed or Word Processed) answers to all questions.

Note: Submit E-Mail address to have application forwarded to you for word processing.

Street address of property _____

Legal description of property _____

Describe variance request _____

This section may be left blank for completion by city staff
Residential Fee-\$200.00 /Commercial, Multi-Family Fee-\$400.00 payable upon submission of application.(The fee is doubled for after-the-fact requests.) Applicants tabled at the request of the applicant, within 10 days of the Planning and Zoning meeting or Board of Adjustment meeting will be charged for addition advertising and notification costs, plus \$100.00.

Variance Application
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What are the special conditions and circumstances, peculiar to the land, structures or buildings involved?

How long have you owned the property? _____

How long have you occupied the property? _____

What rights or privileges commonly enjoyed by other properties in the same zoning district will the applicant be deprived of because of enforcement of the Zoning Ordinance?

Describe fully the hardship (from zoning requirements) upon which this request is based, be specific in describing the hardship and give all reasons explaining why you need to vary from the Zoning Code requirements. Note: Financial reasons are not considered a hardship.

Will applicant accept a limited variance? For example: Height, lengths, position, etc. of signs, fences, shrubbery, enclosures of structures or carports, parking spaces, etc? If so, to what extent?

Signature of Applicant

Date

Name of Applicant (PRINT)