

*This checklist must
be attached to
your online
application.*



VARIANCE / BOARD OF ADJUSTMENT CHECKLIST REQUIREMENTS

**PLEASE RETAIN THIS CHECKLIST AND PRINT YOUR
SUBMITTED APPLICATION FOR YOUR USE IN PRESENTING
YOUR VARIANCE REQUEST BEFORE THE BOARD.**

The information in this checklist is provided to assist you. Please bring a copy of this checklist to use as a guide during your presentation. The Board of Adjustment meets on the third Tuesday of each month in the Commission Chamber at 5:00 p.m. The Chairman will call the meeting to order and explain the rules and procedures of the Board at that time.

VARIANCE 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 for a variance to be 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) The 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 in 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.

GENERAL INFORMATION: 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 4:30 p.m., on the provided application deadline for each 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.

NOTICE REQUIREMENTS: 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. Staff will notify you to pick the placard(s) when they are ready. Failure to post the placard or removal of the placard, subject to random staff inspection, will result in the request being continued to the next meeting date.

GENERAL INSTRUCTIONS: Please completely fill out the following variance checklist and attach a signed version as part of your online application. After you complete the online application, staff will perform a sufficiency review. Once review of the application is completed, staff will issue the invoice (Residential fee: \$200; Commercial or Multi-Family fee: \$400), which can be paid in the same portal where you applied. The application fee is doubled if the request is after-the-fact. **Please provide all information** requested in the application. The following checklist is provided for your convenience.

Survey: A recent existing conditions survey to scale.

Site Plan: A site plan (drawn to scale) showing any existing buildings on the site and any additions you wish to make clearly marked. Setbacks of existing structures and proposed structures should be clearly marked on the site plan.

Residential Additions: For all residential applications involving additions – A setback coverage sheet must be filled out with the following information. If you have any questions about filling out the setback coverage worksheet, please call for assistance.

Impervious Lot Coverage

All Setbacks (Existing and Proposed)

Floor Area Ratio (FAR)

Elevations: Complete elevations of the proposed plan including existing curbs and existing grade at the front of building for height variance requests.

Floor Plans: Complete floor plans with wall segment measurements, if applicable.

Additional Documentation: Include any additional items that may further clarify your application (i.e., photos, letters from adjoining property owners/ neighbors). These items will be provided to the Board prior to the meeting.

Agent Authorization Form (provided below): If the applicant is not the property owner, you will need a letter of authorization from the owner(s) to act s agent for the owner. If the applicant is not the owner, but plans to purchase the property, please attach a copy of the purchase contract, or option on the property.

Signature of Applicant

Date

Name of Applicant (PRINT)

AGENT AUTHORIZATION FORM



FOR PROJECTS LOCATED IN WINTER PARK, FLORIDA

I/WE, (PRINT PROPERTY OWNER NAME) _____, AS
 THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS,
 _____, DO HEREBY AUTHORIZE TO ACT AS MY/OUR
 AGENT (PRINT AGENT'S NAME), _____, TO EXECUTE ANY PETITIONS OR
 OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY
 DESCRIBED AS FOLLOWS, _____, AND TO APPEAR ON MY/OUR
 BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND
 TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: _____ Signature of Property Owner _____ Print Name Property Owner _____

Date: _____ Signature of Property Owner _____ Print Name Property Owner _____

STATE OF FLORIDA :
 COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____,
 20__ by _____. He/she is personally known to me or has produced
 _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the ____ day of
 _____, in the year _____.

(Notary Seal)

 Signature of Notary Public
 Notary Public for the State of Florida

My Commission Expires: _____

Legal Description(s) or Parcel Identification Number(s) are required:
PARCEL ID #:
LEGAL DESCRIPTION: