



Variance Submittal Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$500, and special services fees in the amount of \$2,000 must accompany this application. **Since advertising and special services costs vary, the final amount will be reconciled upon receipt of invoice from the newspaper and consultants.**

Provide required attachments (warranty deed, survey, list of property owners and plans) as shown on the attached checklist.

Describe the Variance Requested.

Petitioner's Statement: (Explanation, extent and nature of your request) **Provide attachments as necessary.**

Applicant's Statement of Justification: (Attach additional sheets as necessary).

The applicant is to explain how the request conforms to the following findings:

A. 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 district.

B. That special conditions and circumstances do not result from the actions of the applicant.

C. That granting the variance request will not confer on the applicant any special privilege that is denied by the Zoning Code to the other lands, buildings or structures in the same zoning district.

D. That literal interpretation of the provisions of the subject ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant.

E. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.

F. That the grant of the variance will be in harmony with the general intent and purpose of the ordinance and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.



Variance Submittal Checklist

1. General

- a. Application Review and Advertising Fees.
- b. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
- c. Copy of Warranty Deed.
- d. A signed and sealed boundary survey (**not more than a year old**) and legal description of the property, including any and all easements of record (referenced by Official Record Book and page), prepared by a surveyor registered in the State of Florida.
- e. Copies of Survey
Submit Five (5) copies (24" x 36"); One (1) set (11" x 17"); One Electronic Digital Copy
- f. A list of all property owners within a 500' radius of boundary lines of the subject property and a vicinity map delineating the proposed area and its boundaries from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office.
- g. Executed affidavit signed by the person responsible for completing the property owner list.
- h. A set of **STAMPED** (*meter stamps not acceptable*), plain envelopes with the typed names of the owners within a 500' radius of the boundary lines of the subject property. No return address.

Please note, the following are not grounds for issuance of variance.

1. Financial hardship alone.
2. Nonconforming use of neighboring lands, structures or buildings in the same or other districts and permitted use of land, structures or buildings in other districts.