



Palm Beach Gardens Planning and Zoning Department
10500 North Military Trail, Palm Beach Gardens, FL 33410
561-799-4243

Variance Application

*Palm Beach Gardens, Florida
Planning and Zoning Department*

VARIANCE APPLICATION

A. REQUEST (Check the application submittal type)

- | | |
|--|--|
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Administrative Variance |
| <input type="checkbox"/> Sign Variance | <input type="checkbox"/> Landscape Variance |
| <input type="checkbox"/> Other _____ | |

B. IDENTIFICATION OF PROPERTY OWNER (APPLICANT) AND AGENT

Applicant (Property Owner): _____

Address: _____

Telephone and E-mail: _____

Applicant's Agent _____

Mailing Address: _____

Telephone and E-mail: _____

Subject Property (Address): _____

C. DESCRIPTION OF VARIANCE REQUEST

The powers and duties of the Planning, Zoning, and Appeals Board (PZAB) are outlined in Section 2-147 of the Code of Ordinances. The PZAB is the final decision making authority for all variance requests. In granting any variance, the PZAB may approve such conditions and safeguards deemed necessary to conform to the intent and purpose of the Land Development Regulations.

D. APPLICATION SUBMITTAL REQUIREMENTS

This application identifies the minimum documents and information required to initiate the review of this application. The purpose of this application is to communicate to the reviewing staff, the decision-makers, and the public a description of the variance to be requested and how it meets the variance criteria stated in Section 78-53 (Variance Requests) of the Land Development Regulations.

Provide one (1) original and five (5) identical copies of the application and required supplemental materials as noted below to: **City of Palm Beach Gardens Planning and Zoning, 10500 North Military Trail, Palm Beach Gardens, Florida 33410.**

Statement - A written itemized statement shall be provided that demonstrates that the variance request is consistent with each of the following eight (8) criteria addressed in Section 78-53, Land Development Regulations:

1. Special conditions. 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.
2. Hardship. The special conditions and circumstances truly represent a hardship, and are not created by any actions of the applicant.
3. Literal interpretation. Literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this chapter and would work unnecessary and undue hardship on the applicant.
4. Special privileges. The grant of a variance will not confer upon the applicant any special privilege denied to any other owner of land, buildings, or structures located in the same zoning district.
5. Minimum variance. The variance granted is the minimum variance that will make possible the use of the land, building or structure.
6. Purpose and intent. The grant of the variance will be in harmony with the general intent and purpose of this chapter and land development regulations.

7. Financial hardship. Financial hardship is not to be considered as sufficient evidence of a hardship in granting a variance.

8. Public welfare. The grant of the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

- Site Plan - a scaled drawing describing the variance request, including a site plan and elevations.
- Legal Description - a full legal description of the subject property, including parcel control number(s).
- Location Map - location map of the subject property showing street names and identifiable landmarks.
- Ownership - proof of ownership (a copy of the recorded deed for the subject property) and owner's affidavit authorizing representative to present petition, if applicable.
- Certified Current Boundary Survey - Three (3) full-size copies (24" x 36") of a certified surveyor registered in the State of Florida at a scale of not less than one inch equals two hundred feet (1" = 200').
- Courtesy Notice Property List - a certified and notarized list of property owners (name and addresses) within five hundred (500') feet of the subject property. (Section 78-54 Public Notice (b) (4), Land Development Regulations).
- Application Fees - application fee payment in the amount on the current fees/charges schedule in the form of a check payable to the City of Palm Beach Gardens.

SIGNED: _____ **Applicant/Agent** _____ **Date**



Permit # _____

Financial Responsibility Form

The owner understands that all City-incurred professional fees and expenses associated with the processing of this application request are ultimately the responsibility of the owner. A security deposit shall be deposited in an interest-bearing account with any accrued interest to be retained by the City of Palm Beach Gardens.

The owner and/or designee shall be invoiced on a monthly basis for professional fees such as, but not limited to, consultant engineering services, legal services, advertising costs, and/or any other costs attributable to the processing of the permit for which the City incurred during the previous month. The owner and/or designee shall reimburse the City within ten (10) days from date of invoice. If payment is not received, the City may utilize the security deposit for re-imbusement purposes. **All activities related to the pending permit(s) will cease until any outstanding invoices are paid.**

The owner/designee further understands that transfer of this responsibility shall require a completed form, signed and notarized by the responsible party, and delivered to the City Growth Management Department if the name and/or address of the responsible party changes at anytime during the application review process.

Owner signature

Date

Owner printed name

Property Control Number

DESIGNEE/BILL TO:

Designee Acceptance Signature

NOTARY ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

I hereby certify that the foregoing instrument was acknowledged before me this ___ day of _____, 20__, by _____. He or she is personally known to me or has produced _____ as identification.

Notary public signature

Printed name

State of _____ at-large

My Commission expires: _____