



Administrative Variance Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$800.00.

Provide required attachments (warranty deed, survey, letters of no objections, list of property owners and plans) as shown on the attached checklist.

Describe Variance Requested.

(Check as Appropriate)

- An adjustment up to ten percent for nonresidential development.
- An adjustment of a lot(s) within an area where at least 50 percent of the lots within
- An adjustment of no more than ninety percent of a setback required by the underlying
- An adjustment of no more than ten percent of the lot coverage for a principal and/or
- An adjustment of spacing between structures on the same lot may be reduced; provided,
- An adjustment for shared parking when minimum is not met; provided, however, in no
- An adjustment to screening, type/mixing of materials, reduced landscape heights due to
- An adjustment for non-residential properties to provide fences and landscaping in lieu of

- An adjustment for the construction of an addition or an accessory structure within a single-

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. The variance is necessary because of practical difficulty peculiar to the land, structure or building involved and which is not applicable to other lands, structures and buildings in the same zoning district.

- B. The variance is the minimum variance necessary to alleviate the practical difficulty.

- C. The variance will be in harmony with the general intent and purpose of the zoning code and will not be injurious to the area involved or otherwise detrimental to the public welfare.



Administrative Variance Submittal Checklist

1. General

- a. Application and Submittal Checklist review by owner and applicant.
- 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 letter of no objection from all abutting property owners and governing homeowners' association.
- g. A list of all property owners within a 300' 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.
- h. Executed affidavit signed by the person responsible for completing the property owner list.
- i. A set of **STAMPED** (*meter stamps not acceptable*), plain envelopes with the typed names of the owners within a 300' radius of the boundary lines of the subject property. No return address.