



**VARIANCE APPLICATION**  
**City of Atlantic Beach**  
 Community Development Department  
 800 Seminole Road Atlantic Beach, FL 32233  
 (P) 904-247-5800

**FOR INTERNAL OFFICE USE ONLY**  
 FILE # \_\_\_\_\_

**APPLICANT INFORMATION**

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_ PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

RE# \_\_\_\_\_ BLOCK # \_\_\_\_\_ LOT # \_\_\_\_\_

LOT/PARCEL SIZE \_\_\_\_\_ ZONING CODE \_\_\_\_\_ UTILITY PROVIDER \_\_\_\_\_

COMPREHENSIVE PLAN FUTURE LAND USE DESIGNATION \_\_\_\_\_

PROVISION FROM WHICH VARIANCE IS REQUESTED \_\_\_\_\_

Homeowner's Association or Architectural Review Committee approval required for the proposed construction  
 YES  NO (if yes, this must be submitted with any application for a Building Permit)

Statement of facts and site plan related to requested Variance, which demonstrates compliance with Section 24-64 of the Zoning, Subdivision and Land Development Regulations, a copy of which is attached to this application. Statement and site plan must clearly describe and depict the Variance that is requested.

**PROVIDE ALL OF THE FOLLOWING INFORMATION**

***(all information must be provided before an application is scheduled for any public hearing):***

1. Proof of ownership: deed or certificate by lawyer or abstract or title company that verifies record owner as above.
2. If the applicant is not the owner: provide a letter of authorization from the owner(s) for applicant to represent the owner(s) for all purposes related to this application.
3. Survey and legal description of property for which Variance is sought.
4. Required number of copies: four (4) copies, except where original plans, photographs or documents that are not larger than 11x17 inches are submitted, please provide eight (8) copies of any such documents.
5. Application fee of \$300.00.

**I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IS CORRECT:** Signature of Property Owner(s) or Authorized Agent

\_\_\_\_\_  
 SIGNATURE OF APPLICANT PRINT OR TYPE NAME DATE

\_\_\_\_\_  
 SIGNATURE OF APPLICANT (2) PRINT OR TYPE NAME DATE

Signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by State of \_\_\_\_\_

\_\_\_\_\_  
 County of \_\_\_\_\_

Identification verified: \_\_\_\_\_

Oath Sworn:  Yes  No

\_\_\_\_\_  
 Notary Signature

My Commission expires \_\_\_\_\_

**The following paragraph sets forth reasons for which a Variance may be approved, please check the circumstances that apply to your request and briefly describe in the space provided.**

**Grounds for approval of a Variance:** A Variance may be granted at the discretion of the Community Development Board, for the following reasons.

1. Exceptional topographic conditions of or near the property.

2. Surrounding conditions or circumstances impacting the property disparately from nearby properties.

3. Exceptional circumstances preventing the reasonable use of the property as compared to other properties in the area.

4. Onerous effect of regulations enacted after platting or after development of the property or after construction of improvements upon the property.

5. Irregular shape of the property warranting special consideration.

6. Substandard size of a Lot or Record warranting a Variance in order to provide for the reasonable use of the property.

- a. Approval of a Variance. To approve an application for a Variance, the Community Development Board shall find that the request is inaccordance with the preceding terms and provisions of this Section and that the granting of the Variance will be in harmony with the Purpose and Intent of this Chapter.
- b. Approval of Lesser Variances. The Community Development Board shall have the authority to approve a lesser Variance than requested if a lesser Variance shall be more appropriately in accord with the terms and provisions of this Section and with the Purpose and Intent of this Chapter.
- c. Nearby Nonconformity. Nonconforming characteristics of nearby Lands, Structures or Buildings shall not be grounds for approval of a Variance.
- d. Waiting period for re-submittal. If an application for a Variance is denied by the Community Development Board, no further action on Another application for substantially the same request on the same property shall be accepted for 365 days from the date of denial.
- e. Time period to implement Variance. Unless otherwise stipulated by the Community Development Board, the work to be performed pursuant to a Variance shall begin within six (6) months from the date of approval of the Variance. The Community Development Director, upon finding of good cause, may authorize a one time extension not to exceed an additional six (6) months, beyond which time the Variance shall become null and void.
- f. A Variance, which involves the Development of Land, shall be transferable and shall run with the title to the Property unless otherwise stipulated by the Community Development Board.

**ADDITIONAL COMMENTS:**