



City of Port Richey
6333 Ridge Road
Port Richey, Florida 34668

Variance Application

Variance Application to the Board of Adjustment

All applicable sections must be completed

Section A

Site Address: _____

Project Name: _____

Parcel Number: _____

Owner's Name: _____

Owner's Address: _____

Owner's City/State/Zip: _____

Owner's Phone #: _____ Owner's Fax #: _____

Applicant information if other than owner:

Property Interest of Applicant: Lessee ___ Purchaser ___ Other ___

Applicant's Name: _____

Applicant's Address: _____

Applicant's City/State/Zip: _____

Applicant's Phone #: _____ Applicant's Fax #: _____

Agent information if other than owner or applicant:

Agent's Name: _____

Company Name: _____

Agent's Address: _____

Agent's City/State/Zip: _____

Agent's Phone #: _____ Agent's Fax #: _____

Contact Person: _____ Owner _____ Purchaser _____ Agent

Section B. Description

Code Section(s) for which the applicant is requesting a variance:

Description of Request:

Description of How Property is Used Currently:

Section C. Lot & Structure Information

The area of the land in question, stated in square feet if less than one acre, and in acres if one acre or more. _____

Zoning: _____ **Existing Use:** _____ **Flood Zone:** _____

Actual Existing:

Front Setback _____ **Rear Setback** _____ **Side Setback** _____

New (Requested Change if any):

Front Setback _____ **Rear Setback** _____ **Side Setback** _____

As Required By Code:

Front Setback _____ **Rear Setback** _____ **Side Setback** _____

Property complies with area/width requirements of District? _____ **Yes** _ _ **No**

Property use is listed as permissible within District? _____ **Yes** _ _ **No**

Application for same Special Exception/Variance upon property denied or withdrawn within the past 12 months? _____ **Yes** _____ **No**

If yes, what was the application #: _____

Section D. Deed/Map attachments

Attachments (please number correspondingly):

- D-1 A copy of the ownership deed or if submitted by other than the owner(s) or his authorized representative, a notarized statement by the owner(s) authorizing the application and a copy of a purchase agreement document. **MUST BE ATTACHED.**
- D-2 Legal Description by metes and bounds. **MUST BE ATTACHED.**
- D-3 Vicinity map. **MUST BE ATTACHED.**
- D-4 Site Plan (to scale) with adjoining property showing current Zoning and Use. **MUST BE ATTACHED.**
- D-5 Names and addresses of adjacent property owners within 200 feet. **MUST BE ATTACHED**
- D-6 Other information may be requested by staff if needed.
- D-7 “No Objection to Variance” letter from owner if owner is not applicant. (Notarized letter)
- D-8 Letter from applicant giving the agent authorization to act on the applicants behalf. (Notarized letter)

Section E. Attachments – Merits of Request Questions. **ALL MUST BE ATTACHED**

1. A statement substantiating the need, hardship and justification for request.
2. Show that the variance/special exception will not be contrary to the public interest.
3. Explain special conditions.
4. How will a literal enforcement of the provisions result in unnecessary and undue hardship?
5. How do special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to these areas in the same zoning district.
6. Show that the special conditions and circumstances do not result from the actions of the applicant.
7. Show that granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, buildings or structures in the same zoning district.
8. Show that literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant.
9. Show that the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.
10. Show that the granting 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.
11. Show that there will be full compliance with any additional conditions and safeguards which the board may prescribe, including, but not limited to, reasonable time limits within which the action for which variance is required shall be begun or completed, or both.
12. Additional data or information deemed reasonably necessary, by the city or by the applicant, for proper review and consideration of the proposal.

Section F. Affirmation.

The undersigned affirms that he/she has knowledge of the matters stated herein; and, that the information is true, accurate and complete. The undersigned is aware that whoever knowingly makes a false statement with the intent to mislead a public servant shall be guilty of a misdemeanor. (FS §837.06)

Owner’s Signature: _____ Date: ___/___/___

Agent’s Signature: _____ Date: ___/___/___

Applicant’s Signature: _____ Date: ___/___/___

If more than one owner, make a copy of this page for each owner’s signature.

18 copies of all information that is **larger than 8½ x 11** must be submitted, only **1 copy** of all information **8 1/2 x 11 or smaller** must be submitted.

**All lines must be completed.
Put NA in blanks where “Not Applicable”.**

Section G. Fees

1	Zone change	\$500.00
2	Land use plan amendment	\$500.00 plus (see below)
	Residential:	
	a. Less than five acres	\$10.00 per unit
	b. Five acres or more	\$50.00 per acre
	Nonresidential	
	a. Less than three acres	\$0
	b. Three acres or more	\$50.00 per acre
3	Conditional use	\$500.00
4	Site plan/plat review	\$500.00
	Residential	
	a. Preliminary	\$500.00, + \$135.00/ hour for city engineer’s review
	b. Final	\$500.00, + \$135.00/ hour for city engineer’s review
	Nonresidential:	
	a. Preliminary, final	\$500.00, + \$135.00/ hour for city engineer’s review
	b. Revised final	\$200.00, +\$135.00/ hour for city engineer’s review
5	Filing fees for Board of Adjustment:	
	a. Variance & Special exception:	
	1. Nonresidential	\$500.00, +\$135.00/ hour each for city engineer or city attorney review if required + advertising expense
	2. Residential	\$250.00, +\$135.00/ hour each for city engineer or city attorney

		review if required + advertising expense
	b. Appeals to administrative decision	\$500.00, + \$135.00/ hour each for city engineer or city attorney review if required, + advertising expense
6	DRI review	\$2,500.00, + \$135.00/ hr. each for city engineer and attorney review
	Substantial deviation	\$2,500.00, + \$135.00/ hr. each for city engineer and attorney review
7	Zoning clearance	\$50.00
8	Liquor clearance	\$50.00 (\$15.00 if no field check required)
9	Billboard check	\$50.00
10	Revisions or re-inspections	½ original flat fee + \$75.00/ hour review (if applicable).

This section completed by city personnel

Application Number: _____

Fee Paid \$ _____ **(Required with application)**