

VARIANCE CHECKLIST

Please complete the checklist below and submit it with the application. Staff will use this to check for completion of application requirements.

<u>Applicant</u>	<u>Staff</u>	<u>N/A</u>	<u>Item</u>
<input type="checkbox"/>	<input type="checkbox"/>		Application Complete, Correct, & Notarized
<input type="checkbox"/>	<input type="checkbox"/>		Application Fee Paid in Full (Non-Refundable)
<input type="checkbox"/>	<input type="checkbox"/>		Site Plan
<input type="checkbox"/>	<input type="checkbox"/>		Recorded Deed(s)
<input type="checkbox"/>	<input type="checkbox"/>		Legal Description(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Designation and Agent Oath Forms

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300
Palatka, FL 32177
Fax: 386-329-1213
Email: pzb@putnam-fl.gov



Planning & Zoning: (386) 329-0491
Building: (386) 329-0307
Code Enforcement: (386)-329-0317
Website: www.putnam-fl.gov

VARIANCE APPLICATION

1. Name of Property Owner(s): _____
2. Mailing Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
3. Phone Number(s): _____
2. Email (for Final Order distribution): _____
3. Parcel ID Number(s): _____
4. 911 Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
5. Driving Directions to the Property from Palatka: _____

6. Zoning Designation: _____ Future Land Use designation: _____
7. Current Property Use: _____
8. Size of the Property: _____ (+/-) acres
9. Variance to Allow: _____

10. Applicable Ordinance Section(s): _____
11. Prior Zoning Actions on this Property (include case number): _____

12. Date of Required Pre-Application Meeting with Staff: _____
13. Statement of Hardship: (Address the six variance issuance criteria listed in Article 9, Division 4, Section 45-833 of the Land Development Code): _____

NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 5 on page 7 of the application packet. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds for rejecting the application.

Your signature represents your agreement to pay any fees incurred for third party experts or consultants necessary to review and analyze technical submittals provided by the applicant, including but not limited to environmental assessments, housing studies, traffic studies and other level of service analyses.

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

14. Signature(s) of Property Owner(s):

(sign)

(sign)

(print)

(print)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate: _____
as agent in fact for the owner(s) of parcel(s): _____

To present an application for obtaining a Variance for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Zoning Board of Adjustment, and to respond and furnish all information and data requested by said Board.

Print name of property owner(s):

Signature(s) of property owner(s):

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20 ____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

*(Print, Type, or Stamp Commissioned
Name of Notary)*

Signature of Notary Public

AGENT OATH AND SIGNATURE

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a Variance and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Mailing Address: _____

Phone Number: _____

Email: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

*(Print, Type, or Stamp Commissioned
Name of Notary)*

Signature of Notary Public

VARIANCE APPLICATION AND REVIEW PROCESS

WHAT IS A VARIANCE?

A variance grants property owners/developers the ability to relax zoning requirements and/or design standards. For example, if a property owner desires to put a car port 18' into the side setback, they would need to obtain a variance prior to issuance of a building permit. Please be aware that some variances may be granted by the Administrative Deviation Committee (ADC), the types the ADC can grant are found in LDC Section 45-836. Variances to be granted by the ADC are called Administrative Variances. Please consult staff prior to determining which type of variance is right for you.

ELIGIBILITY

Article 9, Division 4, Section 45-833 Issuance Criteria

Subject to the general conditions in the Land Development Code, the Zoning Board of Adjustment may authorize a variance, based on substantial competent evidence that the criteria listed in a. and b. below are met.

- a. Each of the following must be met, unless a provision referenced in subsection b. below states otherwise:
 1. Special conditions and circumstances exist which are peculiar to the land, structure or building involved, or the proposed development design utilizes innovative planning and design which will result in a better development and will be an asset to the community.
 2. The special conditions and circumstances described in paragraph a, above, do not result from a failure on the applicant's part to follow applicable County, state or federal land use regulations and building codes.
 3. Granting the variance requested will not confer on the applicant any special privilege that is denied by this Code to other lands, buildings or structures in the same zoning district.
 4. Literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this Code and would place unnecessary and undue hardship on the applicant.
 5. Granting the variance will be in harmony with the general intent and purpose of this ordinance and such variance will not be injurious to the area involved or otherwise detrimental to the public welfare or public interest.
 6. The variance granted is the minimum necessary to meet the criteria 1 through 5 above. Variance that will make possible the reasonable use of the land, building or structure

- b. The following special criteria must be met where it is applicable. Unless the section providing the special criteria states otherwise, the applicable criteria listed below must be met in conjunction with the criteria listed in subsection a. above.
 1. Variances to airport overlay regulations must meet the pertinent variance criteria outlined in Article IV, Division 3 of the LDC.
 2. Variances to the historical district overlay regulations must meet criteria in Article IV, Division 4 or section 45-834.
 3. Variances for historical structures involving nonconformities must meet the criteria provided in Article IV, Division 4 and section 45-834.

4. Variances to the sign regulations must meet criteria in Putnam County's sign regulations.
5. Variances to flood hazard management regulations must meet the applicable criteria in section 45-432.

PROCESS

1. Call Planning Staff at (386) 329-0491 about your interest in a Variance, as well as to schedule your pre-application meeting.
2. Submit all required materials to the Planning & Zoning Division complete and correct.
3. The application will be given a case number and scheduled for a hearing with the Zoning Board of Adjustment (ZBOA).

Note: The current schedule for the ZBOA is on the planning website.

4. Staff will:
 - a. Notify all property owners within 300 feet of the subject parcel(s) via US Mail.
 - b. Post advertisement in the local newspaper with the case number, purpose of the case, 911 address, and the hearing dates.
 - c. Post signs along the right-of-way of the subject parcel(s) as notice of the public hearings.
5. Staff will conduct at least one site visit to the parcel that is the subject of this application. While staff will only be reviewing the site as it pertains to the variance, you may request that you be present when the site visit occurs. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The express purposes of the site visit is to place signs noticing the hearing, verify information submitted with this application, and complete an analysis of the proposed Variance for consistency with the Comprehensive Plan and compliance with County Ordinances.

Note: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

6. You will receive a copy of a staff report, prior to the ZBOA public hearing, which analyzes the application for consistency with the applicable objectives and policies of the Putnam County Comprehensive Plan and County Ordinances, and makes a recommendation to the ZBOA.

Note: Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.

7. There will be one hearing before the ZBOA for Variance. The ZBOA hearing is conducted in the following fashion:
 - a) The case number will be called for discussion.
 - b) Staff will present the staff report to the ZBOA.

- c) Those who are in favor will be given the opportunity to share their views and evidence. The applicant will be given the first opportunity to speak in favor of their application.
- d) Those who are in opposition of the application are given the opportunity to speak.
- e) The Board will close public comments and deliberate.
- f) After deliberation, the Board will vote. If the ZBOA denies the application, the applicant will be notified of their right to appeal.

REQUIREMENTS

COMPLETED APPLICATION: A complete, correct, signed and notarized application. All applications will be required to comply with all submittal requirements and where applicable and necessary additional submittal requirements as specified by the Planning & Development Services Executive Director or designee.

APPLICATION FEES – The Putnam County Board of County Commission establishes fees. See fee schedule. Fees are subject to change at any time by resolution of the Board of County Commissioners.

IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

SITE PLAN – Site plan must be provided on a sheet of paper no smaller than 11" x 17" and must be legible. Failure to provide a site plan with all required details will result in a finding that the application is insufficient. Insufficient applications will not be scheduled for public hearings until they are made sufficient. The site plan shall include the following per LDC Section 45-1082:

- a) Name, location and owner.
- b) Present zoning.
- c) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
- d) Date, north arrow and graphic scale.
- e) Location, number, dimension and surface type of all proposed parking areas and loading areas.
- f) Location, size and design of landscaped areas and building screens or architectural enclosures.
- g) The location of all existing and proposed structures and major features and complete dimensions of same. Also included shall be setbacks, distances between structures, floor areas, width of driveways, property or lot lines and the percentage of the property covered by structures.

- h) Location and acreage of open space, recreational, recharge and landscaped areas.

RECORDED DEED - A copy of the recorded deed(s) to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description of the area for the property subject of this application must be provided, if the area is different from the legal description in the deed to the property.

AGENT DESIGNATION AND AGENT OATH FORMS – These forms are applicable if the applicant(s) chooses to designate an agent other than an applicant to represent them at the public hearings.