

GULF COUNTY APPLICATION FOR VARIANCE

1000 CECIL G. COSTIN, SR. BLVD • ROOM 303 • PORT ST. JOE, FLORIDA 32456 • PHONE (850) 227-9562 • FAX (850) 564-7513

Revised November 27, 2018

APPLICATION FEE - \$1,250

A. APPLICATION INFORMATION

- 1) Name(s) of Applicant: _____
- 2) Address of Applicant: _____
- 3) Telephone Number: _____

Authorized Agent, if applicable. *If used, a notarized statement from the owner(s) is required.*

- 4) Authorized Agent _____
- 5) Address of Authorized Agent _____
- 6) Telephone Number of Agent _____

B. PROPERTY INFORMATION

- 1) Property Tax Reference Number: _____
- 2) Size of Property: _____
- 3) County/State Roadway Nearest Property: _____
- 4) Legal Description of Property: _____
- 5) Land-Use Designation: _____
- 6) Names of Adjacent Development: _____
- 7) Use of Adjacent Development: _____
- 8) County Geographical Map W/Location: _____

(Marked attach as "Attachment B-8")

C. VARIANCE REQUEST INFORMATION

- 1) Justification - explain the circumstances that give rise to the need for a variance. **Tab justification as Attachment C-1.**
- 2) **Other Relevant Considerations**
 - a. Any information that will support the justification for a variance should be included with the application. Attach additional sheets if necessary. Example of support materials: **Surveys, DEP permits, legal documents, photos, etc.**
 - b. If the variance is relative to the footprint of a structure(s), line of sight with other buildings and/or roadways, the Land Development Regulations, other rules or regulations, etc., please be sure to include this support information.
 - c. The proof of adjacent property owner notification. Effective November 2011, all applicants are required to send a certified letter/notices, at applicants' expense, to the adjacent property owner(s) relaying the intent and purpose of the variance request. NOTE: **The applicant(s) is required to provide proof/documentation to the Planning and Development Review Board (PDRB) that the adjacent property owners were notified.**

D. PUBLIC NOTICE

- 1) Variance Notice(s) will be advertised in the local paper, the county webpage, the front door of the Robert M. Moore Administration building and the Gulf County Court House serving as an official notice allowing opportunity for public comment at the scheduled PDRB and/or BOCC meetings.

E. SUBMITTAL OF APPLICATION

- 1) Applications must be submitted by the 15th of the month prior to the PDRB meeting. Example: A variance request application and support materials must be submitted by 15th of June to be heard during the July PDRB meeting. **NOTE: The PDRB currently meets the 3rd Monday of each month at 8:45 A.M. est.**
- 2) Each application must be submitted with **eight (8) duplicate packets** - each packet having a copy of each document submitted in support of the variance request.
- 3) The PDRB will submit their recommendations to the Board of County Commissioners (BOCC) for a final decision. Applicant(s) may appeal an unfavorable decision by the PDRB to the BOCC. The BOCC decision is final.
- 4) Variances rejected or deemed incomplete by the PDRB are subject to a re-application fee.
- 5) ***Submittal of an application means the applicant(s) accepts and acknowledges the above requirements.***