

# GULF COUNTY APPLICATION FOR VARIANCE

*Revised May 8, 2012*

**Application Fee - \$150.00**

## **A. Application Information**

- 1) Name of Applicant \_\_\_\_\_
- 2) Address of Applicant \_\_\_\_\_  
\_\_\_\_\_
- 3) Telephone Number (\_\_\_\_\_) \_\_\_\_\_

**Authorized Agent if applicable. Must have notarized statement from owner stating authorized agent.**

- 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

**Note: It is the responsibility of the applicant to provide any and all information to the Planning and Development Review Board (PDRB) in support of the applicants variance request.**

- 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 application. Attach additional sheets if necessary. Example: Surveys, DEP permits, legal documents, photos, etc.
  - b. If the variance is relative to footprint of a structure, line of sight with other buildings, roadways, LDR rules and etc., be sure to include this information.
  - c. **Proof of adjacent property owner notification.** Effective November 2011, all applicants are required to send a certified letter/notice, at applicants expense, to the adjacent property owners on the intent and purpose for the variance application. The applicant is required to submit proof/documentation to the PDRB that the property owners were notified.

## D. Public Notice

- 1) Variance will be advertised in local paper allowing for public comment at the scheduled PDRB meeting.

## E. Submittal of Application

- 1) Application must be submitted by the 15<sup>th</sup> of the month prior to the PDRB meeting. Example: request must be submitted by June 15<sup>th</sup> in order to be reviewed by the PDRB in July. **The PDRB currently meets the 3<sup>rd</sup> Monday of each month at 8:45 A.M.**
- 2) Each application must be submitted with seven (7) packets with 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 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 reapplication fee.
- 5) ***Submittal of application means applicant accepts and acknowledges the above requirements.***