



VARIANCE REQUEST INFORMATION

A variance request requires that the following information be supplied:

1. A legible copy of the survey.
2. A legible site plan showing all structures, additions, pools and driveways upon the property. Each item shall show measured distances from the property line or to a nearby structure shown on the plan then to a property line. The plan shall include any roads adjoining or easements that affect the property.
3. The plan shall show the existing setback lines.
4. The plans shall show the item or area that will encroach into the restricted setback area and how far. This shall be clearly and legibly shown.
5. A City of Mexico Beach **"Variance Letter of Request"** shall be submitted that clearly explains what is requested.
6. The City Code of Ordinances dictates a Development Order Fee schedule and states the Variance requests shall require a charge of \$300.00 (Three Hundred Dollars). The Code also states, "the owner is responsible for the cost of Certified Return Receipt Mail for the adjoining property owner notifications".
7. The Code further states that these fees are payable upon submission and are non-refundable.

VARIANCE REQUEST LETTER

Owners Name (PRINT) _____

Owners Full Time Address _____

City _____ State _____ Zip _____

Owners Phone Number _____ Cell _____

Owners E-mail Address _____

Address of Variance _____

I HEREBY REQUEST THAT CONSIDERATION OF A VARIANCE BE GIVEN FOR THE ADDRESS ABOVE. I REQUIRE _____ FEET ON THE FRONT. _____ FEET ON THE REAR. _____ FEET ON THE LEFT SIDE. _____ FEET ON THE RIGHT SIDE.

I AM REQUESTING THIS VARIANCE FOR THE FOLLOWING REASON:

VARIANCE REQUEST OTHER _____

All required plans must accompany this request.

Owners Signature _____ Date _____

Date Received _____

CITY OF MEXICO BEACH PLANNING AND ZONING
APPLICATION SUPPORTING INFORMATION

(Please type or print clearly)

A. OWNER & CONTACT OR AGENT

Owner's Name & Address

Project Contact or
Agent's Name & Address
(if different from owner)

Telephone

B. SITE INFORMATION

Project Location

Appraiser's Parcel Number

Land Use Designation

Zoning District

Property Size

_____ (acres) _____ (square feet)

Current Property Use

FIRM Zone & Panel No.

Wetlands

Aquifer Recharge

Coastal Area

Wildlife Habitat

Surrounding Land Uses

North: _____

South: _____

East: _____

West: _____

Fee Paid

_____ (YES) _____ (NO)

Conforming/Non-Conforming

C. UTILITIES

Source of Water

Sewage Disposal

Electricity Provider

- D. If for a variance, a variance is a modification of Code regulations due to conditions peculiar to the property involved and not the result of actions of the applicant. Provide a detailed description of the modification of regulations that is/are proposed; including specific Code Sections.

- E. **STANDARDS OF REVIEW** — In accordance with the Land Development Regulations, the following criteria are used to review a Variance application.

1. The variance shall not authorize changes to the Comprehensive Plan Future Land Use Map, the Official Zoning Map, or the densities and allowable uses associated therewith.
2. The applicant must clearly demonstrate and show that the hardship is unique to the applicant and the applicant's property, and is not suffered by adjacent or adjacent or nearby property owners or the general public.
3. The hardship relates to the land involved rather than the applicant's personal circumstances.
4. The hardship is not the result of the applicant's own actions.
5. The variance, if approved, is the minimum necessary to provide reasonable, beneficial use of the property involved.
6. The variance is specifically intended and necessary to promote other important City objectives or policies.

- F. If determined to be necessary, attach one copy of the deed and a signed and sealed boundary survey of the property.

By signing this application, the owner hereby authorizes the Planning and Zoning Board to access the subject property to verify information contained in this application and accompanying submittal documents.

Owner's or authorized applicant's signature

Date