



P.O. Box 13425 · Mexico Beach, Florida · 32410  
Phone: 850-648-5700 · Fax: 850-648-8768

## VARIANCE REQUEST INFORMATION

A variance request requires that the following information be supplied:

1. A legible copy of a 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 plan 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 that 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 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.

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- 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.*

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Owner's or authorized applicant's signature

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Date