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 $50.00 (Fifty 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.

_____

_____

_____

_____

_____

_____

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