



Variance Application

Fee must be remitted prior to the scheduling of public hearing.

To be Completed by Staff:

Project Name: _____	Date Received: _____
Fee: Cash <input type="checkbox"/> Check: <input type="checkbox"/> Check No. _____ Credit <input type="checkbox"/>	Pre-Application File Number: _____

A) Applicant and Authorized Agent (if applicable) Information

Owner's Name: _____

Mailing Address: _____

E-mail: _____ Telephone: _____

Authorized Agent (if applicable and including Agent Authorization): _____

Mailing Address: _____

E-mail: _____ Telephone: _____

An agent affidavit for authorization signed by the property owner is required prior to a submission of any application if the agent will act on behalf of the property owner. If the property owner is an entity, proof that the signatory is an authorized agent of the entity is required.

B) Site Information

Address/Location of Proposed Project: _____

Property ID Number(s): _____

Property Size (Acres/Square Feet): _____

Future Land Use Map Designation: _____ Zoning District: _____

Adjacent Land Use Map and Zoning Designations:

	<i>Future Land Use</i>	<i>Zoning</i>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Current Property Use: _____

Proposed Development: _____

C) Section 7.04.02 Variances

The purpose of a variance is to allow land disturbance or development activity when the planned development cannot meet the requirements of this Code and when the action or activity request is not contrary to the public interest and will not impact the health, safety, or welfare of Mexico Beach residents.

The criteria subject to the issuance of a variance include:

1. An area variance to the bulk regulations of this Code. An area variance is defined as:
 - *Regulatory controls such as lot size, floor area ratio, lot coverage (also known as impervious surface), open space, and building setbacks that deal with the placement of a structure or structures on a site and/or the building envelope. The height of the structure is excluded from a variance request and cannot be granted under this process. In addition, under no instance shall a variance to the requirements of any City regulation be issued within any designated floodway if the results is an increased in flood levels within the floodway.*
 - *Those activities which are associated with Section 4.02.08 of the Mexico Beach Land Development Code.*

Standards of Review

The applicant is responsible must submit a variance request that demonstrates the following standards have been met.

Please submit a response to each of the following standards on a separate page.

1. Special conditions or physical circumstances exist which are particular to the land and which are not applicable to other land subject to the same regulations or policies such as the parcel size, shape, or topography of the land. For example, the variance is necessary to protect against wetland infill or protected trees from impact or removal.
2. The special conditions and circumstances that exist do not result from the actions of the property owner or applicant or are a self-imposed hardship, nor could the condition or circumstances be corrected or avoided by the property owner or applicant. As such, the issuance of the variance shall not confer on the petitioner the grant of a special privilege. For example, a property owner cannot be issued a setback variance on a property that can reasonably contain a house with a smaller footprint.
3. The relief granted is the minimum degree of relief necessary to make possible the reasonable use of the land in compliance with all other applicable regulations.
4. Literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties that are subject to the same regulations or policies or would render the enforcement of this Code impractical.
5. The grant of the relief will not be in derogation of the general intent and purpose of this Code nor the goals, objectives, or policies of the Comprehensive Plan.
6. The issuance of the variance will not create an inconsistency from the existing character of the area surrounding the site. For the purpose of this measure, "surrounding site" shall mean those parcels which are within a five-hundred-foot radius of the subject parcel, or within the same platted subdivision, as applicable.

D) Required Documentation

1. Completed Application with signature by property owner or their authorized agent and payment.
2. Authorized Agent form, if applicable (required if the applicant is not the property owner).
3. Project Narrative describing the type of variance requested.
4. Site layout with dimensions and setbacks shown to clearly identify the extent, and location of the request.
5. Responses to each of the Standards of Review demonstrating the hardship.

E) Signature

Applicant Signature: _____ Date: _____

The above signatory is the (check one) property owner authorized agent.