



SANTA ROSA COUNTY DEVELOPMENT SERVICES

6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

BECKIE CATO
Planning and Zoning Director
beckiec@santarosa.fl.gov

RHONDA C. ROYALS
Building Official
rhondar@santarosa.fl.gov

Variance Application

* Application Instructions begin on Page 3

** For Official Use Only **	
Application No. _____-V-_____	Date Received: _____
Review Fee: _____	Receipt No.: _____
Zoning District: _____	FLUM Designation: _____

Property Owner Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant Check here and skip this section if the applicant is the Property Owner. Otherwise, complete this section and provide authorization from the Property Owner giving the Applicant the authority to pursue variance approvals.

Company: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Property Information Parcel ID Number(s): _____
-OR-

Street Address of property for which the Variance is requested:

Variance Request

What is the present use of the property? _____

Please describe the requested variance, including exact dimensions and purpose of the variance.

Please describe the special circumstances or conditions that apply to the building or land in questions which necessitate the variance request.

Are the special conditions or circumstances described above the result of a proposed or prior action of the applicant? Yes _____ No _____

Please explain why the literal enforcement of the provisions of the Land Development Code will result in unnecessary hardship.

Variance Provisions And Criteria

Do you currently have a Code Enforcement Violation which pertains to this Variance request?

Yes No

I understand that all decisions made by the Zoning Board of Adjustment are subject to appeal and that their decision does not become effective until the appeal time has successfully passed.

Yes No

I understand that approval by the Zoning Board of Adjustments does not authorize construction and/or land clearing to occur on this site and that additional approvals and Building Permits may be required.

Yes No

I understand that determinations by the Zoning Board of Adjustment are valid for 36 months.

Yes No

Certification and Authorization

By my signature hereto, I do hereby certify that the information contained in this application and the required supplemental materials is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application. I do hereby authorize County staff to enter upon my property at any reasonable time for purposes of site inspection.

Applicant Name (Type or Print)

Applicant Signature

Title (if applicable)

Date

Instructions:

1. Complete application and submit along with the following:
 - a. Application fee of \$235.00 plus \$1.77 for each letter to be addressed to all property owners within the prescribed distance. This fee will be calculated at the time the application is submitted. The notification range is 150 feet from the property lines unless otherwise indicated below:
 - i. If the request is for a structure greater than 35 feet in height or for any type of borrow pit, the notification range is 500 feet from the boundary of the subject property; or
 - ii. If the proposed use is any type of disposal facility, the notification range is 1,000 feet from the boundary of the subject property; or
 - iii. If the subject property is located in the Rural Protection Zone, as identified by the Rural Development Plan, AND the structure is less than 35 feet in height, the notification range is 500 feet from the boundary of the subject property; or
 - iv. If the subject property is located in the Rural Protection Zone, as identified by the Rural Development Plan, AND the structure is greater than 35 feet in height, the notification range is 1,500 feet from the boundary of the subject property.
 - b. A certified mailing label package, which consists of the items below, from the Property Appraiser's Office. This is necessary for the notification of the adjacent property owners and must be obtained from the Property Appraiser.
 - i. A certification letter from the Property Appraiser's Office.
 - ii. A printout with a parcel map indicating all of the surrounding property owners to be notified (see above for notification radius requirements).
 - iii. Two complete sets of mailing labels obtained by the Property Appraiser from the official tax records.
 - c. A site plan of property drawn to scale showing the property lines, dimensions, structures (existing and proposed), abutting streets, and any other pertinent information must be attached to this application.
 - d. If the applicant is other than the property owner, provide a notarized authorization from the property owner. If the property is under contract for sale and the applicant is the buyer of the property, a copy of the sales agreement will suffice. Our intention is to ensure that proper authorization has been granted for this request.
2. The application must be submitted to the Community Planning, Zoning and Development Division at least 30 business days prior to the next regularly scheduled meeting of the Zoning Board (ZB).

2.04.00 SPECIAL EXCEPTIONS AND VARIANCES: The BOA shall have the following duties and powers:

- A. Variances - To authorize upon appeal in specific cases such variance from the terms of this ordinance as will not be contrary to public interest. Where, owing to special conditions, a literal enforcement of the provisions of this ordinance will result in unnecessary hardship and so that the spirit of this ordinance shall be observed and substantial justice done. Such special conditions shall be limited to exceptional physical characteristics inherent in the specific piece of property such as exceptional narrowness, shallowness, shape, adverse topographic conditions as would result in peculiar and practical difficulties. Any variance shall not be contrary to the public interest and when owing to conditions peculiar to the property and not of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardships. A variance can be authorized for any provision within the Land Development Code which does not impair the intent of the zoning ordinance, zoning district map, and/or amend the Comprehensive Plan. Variances shall not be authorized for such provisions as minimum lot size, maximum density, permitted and/or conditional uses, distance of vendors selling liquor, beer or wine for on premise consumption from a church or school, road frontage (except where permitted by Special Exception or as specifically provided below), and other similar provisions.

Variances for road frontage may be authorized only under the following conditions:

1. The parcel was established by contract for deed prior to the date that road frontage requirements were effective for the subject property. Such contract for deed must be in writing and properly witnessed to be considered valid for the purposes of this provision.
 2. The applicant agrees to and coordinates joint access with such adjoining parcel as specified by the Planning Department. Any access for the parcel shall be designed and constructed to allow for and facilitate joint access by the adjacent parcel.
- B. No variances shall be authorized under this provision unless the Board finds that all of the following conditions exist:
1. The special circumstances or conditions applying to the building or land in question are peculiar to such property and do not apply generally to other land or buildings in the vicinity.
 2. The variance is necessary for the preservation and enjoyment of a substantial property right and not merely to serve as a convenience to the applicant.
 3. The authorization of the variance will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion in public streets, the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding area or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of Santa Rosa County.
 4. The variance will not impair the intent of the zoning ordinance or zoning district map.
 5. To permit the reduction of parking or loading requirements whenever the character or use of a building is such as to render unnecessary the full provision of parking or loading facilities as specified herein or whenever the strict enforcement of such provision would impose an unreasonable hardship as contrasted with merely granting an advantage or convenience.

Additionally, variances from access management connection standards may be granted where the effect of the variance would be to enhance the safety or operation of the roadway.