Print Form

CITY OF MINNEOLA, FLORIDA
VARIANCE APPLICATION CHECKLIST

This Checklist is based on the relevant provisions of Section 98-13 Variances of the Minneola Florida Code of Ordinances. The Code is available online at www.municode.com. The requirements below are minimums that may be adjusted in the pre-application conference.

Variance Review Criteria

The general requirements and review criteria are describe in Section 98-13(e) of the City Code. The City Council shall consider the following requirements and criteria:

1) No diminution of value of the surrounding properties would be suffered.
2) Granting the variance would be of benefit to the public interest.
3) Denial of the variance would result in unnecessary hardship to the owner seeking it.
4) The use must not be contrary to the spirit of the Land Development Code.
5) Financial disadvantage, or inconvenience to the applicant, shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be grounds to justify granting of a variance.
6) Physical hardships, such as disabilities of any applicant, may be considered grounds to justify granting of a variance at the discretion of the City Council.

Application Review Process

Development Review Process (DRP)

- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z) and City Council (CC)
- The DRP will provide written comments/recommendations to the applicant, the P&Z and the CC

Planning and Zoning Commission (P&Z)

- The Planning Dept (Dept) is responsible to ensure the proper legal advertising is done in a timely manner
- The applicant is responsible to correctly post the required signs on the site in a timely manner – the signs and posting requirements are supplied by the Dept

City Council (CC)/Board of Adjustment

- Upon CC's completion of the workshop process an additional legal advertisement is made and the site gets posted again as described above
- The CC must conduct one public hearing regarding the proposed variance permit
- The CC may defer consideration of the subject application at any time
- In granting a variance the CC shall:
    1) Specify the manner in which such variance or modification shall be made
    2) The conditions upon which it is made
    3) The reasons for the decision

Conditions of Approval

- ✓ Establish time limits for the variance to be initiated and/or operated
- ✓ Establish specific minimum or maximum limits to regular code requirements
- ✓ Any other conditions reasonably related to the requirements and criteria of this section
- ✓ A variance that has not been utilized within one year of its approval shall expire

CITY OF MINNEOLA, FLORIDA
VARIANCE APPLICATION CHECKLIST (continued)

The following items are required for all Variance Application submittals:

- ☐ 1 – Copy of the Legal Description or Warranty Deed [not both]
- ☐ 8 – Copies the Boundary Survey by a Florida licensed surveyor at 24" x 36" – one copy shall be signed and sealed – plus one copy reduced to no greater than 11" x 17" (reduced copy does not need to be signed or sealed)
- ☐ 1 – Copy of the completed Application with Checklist forms
- ☐ 1 – Copy of the signed and notarized Owner's Authorization form (if applicable)
- ☐ 1 – Copy of only the first page of the Property Record Cards for ALL parcels within 300 feet of ALL sides of the subject parcel (s) -- or --
- ☐ 1 – Copy of the completed Adjacent Property Owners form [not both]
- ☐ Non-refundable fee as shown on the attached fee list

Transmit To: Planning & Zoning Department, 800 N. U.S. Hwy 27, Minneola, FL 34715
Phone: 352-394-3598, extension 232 or 220

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CERTIFICATION

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs **AND** the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice **OR** further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

_____ _____
Applicant Signature Date

****

Payment Record for Office Use:
LDR Compliance Fee #0-001-000-329-100
Engineering Compliance Fee #0-001-000-329-105

Applicant Name: _____

Application for: _____

Amount: _____ Account #: _____

Amount: _____ Account #: _____

Rec'd by: _____ Date: _____ Check #: _____

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CITY OF MINNEOLA, FLORIDA
VARIANCE APPLICATION

The material described herein is based on the provisions of Section 98-13 of the City Code.

Applicant Name: _____

Applicant Address: _____

General Location and/or Street Address: _____

_____

Alternate Key Number: _____

Applicant Phone #: _____ Fax # or E-mail: _____

Applicant Is: Owner ☐ Agent ☐ Purchaser ☐ Lessee ☐ Other ☐_____

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Fax # and/or E-mail: _____

Site Area (acres or sq. ft.): _____ Existing FLUM: _____ Existing Zoning: _____

Present Use & List of Structures by Use: _____

_____

Proposed Use: _____

Potable Water Source: _____ Sewage Disposal Method: _____

Has this site been subject to other development permit action in the last two years?

No ☐ If Yes, provide the type of action and date of final action: _____

_____

Cite the Specific Section of the Code that Applies to this Variance - Section 98-13.

Describe your reasons for seeking this specific variance: _____

_____

Provide any relevant data that you feel supports the requested variance: _____

_____

_____

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ADJACENT PROPERTY OWNERS

Type a list of owner's names and mailing addresses for all property owners lying within 300 ft of all sides of the property described in the attached application, as recorded on the current County tax rolls, **OR** attach photocopies of the appropriate Property Record Cards. **[not both]**

Alternate Key #	Property Owner	Address (include zip code)

Use additional pages as necessary

OWNER'S APPLICATION AUTHORIZATION

(Required if the property owner of record is <u>not</u> the applicant)

STATE OF FLORIDA

COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____
who being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcel(s) in this application.

2. That he/she desires to apply for a Variance on land generally located at (insert legal description)

   _____

   _____

3. That he/she has appointed _____ to act as agent in his/her behalf to accomplish the above.

_____
Owner's Signature

This is to certify that on _____, 20____ before me,
an officer duly authorized to take acknowledgments in the State and County aforesaid,

personally appeared _____ he/she is

personally known to me or has produced _____ as identification
and Did (Did Not) Take an Oath.

SEAL

_____
Signature of Acknowledger

_____
Acknowledger Name

_____ _____
Serial Number My Commission Expires