



City of Minneola
Planning Department
800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 x172

Variance Application

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

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

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.
- Applications need to be submitted by the 1st of the month to be considered at the next month's Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

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:
 - Specify the manner in which such variance or modification shall be made
 - The conditions upon which it is made
 - 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

Office Use:

Applicant Name: _____

Application For: _____

Amount: _____ Check: _____

Amount: _____ Check: _____

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

City of Minneola
Variance Application Cont.

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, mailing 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

**City of Minneola
Variance Application Cont.**

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

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: _____

Describe your reasons for seeking this specific variance: _____

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

City of Minneola
Variance Application

Owner's Authorization
(required if the property owner is not the applicant)

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for a variance generally located at:

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 acknowledgements in the State and County aforesaid, personally
appeared _____ he/she is personally know 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

City of Minneola Variance Application

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 in the current County tax rolls, or attach copies of the appropriate property record card.

Alternate Key #	Property Owner	Address, include Zip Code

Use additional pages as necessary.