

**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](http://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.

**Applications need to be submitted by the 1<sup>st</sup> of the month to be considered at the next Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15<sup>th</sup> 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:
  - 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

\*\*\*\*\*



**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]
  - \_\_\_\_\_ 2 – Copies the Boundary Survey by a Florida licensed surveyor at 24” x 36” – one copy shall be signed and sealed – plus 4 copies 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) A typed list of owner’s names, Property Alternate Key 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]
  - \_\_\_\_\_ 1 – Set of mailing labels for all Adjacent Property Owners within 300’ of all sides of the property and
  - \_\_\_\_\_ 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 2202

\*\*\*\*\*

**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

\*\*\*\*\*

*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 #: \_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*



*Use additional pages as necessary*

