



City of New Smyrna Beach

City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, Florida 32168
Telephone: 1 (386) 424-2132
Fax: 1 (386) 424-2148

Variance Application

Location

Address: PID Owner:

Planning Application Request

| | | | | |
|------------------------|----------------|----------------------|------------------------------|----------------------|
| Office Use Only | Request Type | <input type="text"/> | Planning & Zoning Bd Hearing | <input type="text"/> |
| Tracking No. | Case No. | <input type="text"/> | File Status | <input type="text"/> |
| <input type="text"/> | Date Submitted | <input type="text"/> | Date Closed | <input type="text"/> |
| <input type="text"/> | Project Name | <input type="text"/> | | |
| | | | Board of Adjustment Hearing | <input type="text"/> |
| | | | Accepted By | <input type="text"/> |

Applicant Information

Please submit your Application Accurately with ALL required Attachments

Applicant Name <<<<<< MUST BE A PERSON

Phone # Email:

Mailing Address Unit

Num Street Name Type Dir

City/State/Zip

City State Zipcode

Owner Name

Mailing Address Unit

Num Street Name Type Dir

City/State/Zip Phone #

City State Zipcode

Request

Zoning District

Subject Property Location Unit

Num Street Name Type Dir

Property Acreage

Notes

Fees

Request Type Fee

Advertisement Fee

Total Fee

Exempt from Fee

Required Attachments

1. Completed Application Form
2. \$500.00 Application Fee
3. \$200.00 Advertisement Fee
(please submit payment with separate check)
4. Required support documents (see attached)

Payments

| No | Date | Amount | Type | Ck # |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| Balance Due | | <input type="text"/> | | |

INFORMATION AND DOCUMENTS SUBMITTED ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant _____

Date _____

Print Applicant Name _____

Note: Application and all required support documents must be submitted in order for application to be considered complete.

REV 2/11



REQUIRED SUPPORT DOCUMENTS

VARIANCE

PRE-APPLICATION MEETING

Prior to submitting a variance application package, the property owner(s) or applicant must first meet with a member of the Planning Department staff. The purpose of the pre-application meeting is to determine whether a variance could be granted, to acquaint the applicant with the procedures to obtain variance approval and to acquaint staff with the proposed variance request.

REQUIRED SUPPORT DOCUMENTS

- Completed application form
- Application fee
- Advertisement fee (please submit payment on separate check)
- Copy of survey showing existing conditions
- Copy of survey showing proposed improvements for which the variance is requested
- Legal description of the subject property
- List of names and addresses of property owners within 150 feet of the subject property. List must be provided by Volusia County Property Appraiser's Office (Request Form is attached to the application)
- Certification from the landowner of record that the applicant has authorization to make application for the requested construction, if applicant is not owner
- Tax ID number of the subject property
- Letter of response from the applicant addressing the following:
 1. Special circumstances exist which are peculiar to the subject property owner's land, structure, or building, and do not generally apply to the neighboring lands, structures, or buildings in the same district or vicinity.
 2. Strict application of the provisions of the *Land Development Regulations* would deprive the subject property owner of reasonable rights commonly applicable to other properties in the same district or may preclude a benefit to the community in general.
 3. The special circumstances and conditions that exist do not result from the direct or indirect actions of the present property owner(s) or past property owner(s). This criterion shall not be satisfied if the present or past

property owner(s) created, to any degree, the hardship that is the subject of the variance request.

4. That granting of the variance will not cause substantial detriment to the public welfare or impair the purposes and intent of the *Land Development Regulations*.
5. That granting of the variance will not constitute a grant of special privilege that is denied by the *Land Development Regulations* to other lands, structures or buildings in the same district.

SUPPLEMENTARY

1. Financial disadvantages to the property owner shall not constitute conclusive proof of unnecessary hardship within the purpose of zoning.
2. The Planning and Zoning Board does not possess the power to grant a variance permitting a use of land or building that is not permitted as a principle use or structure of accessory use or structure, in the district involved.
3. Unless otherwise specified at the time the variance is granted, the variance applies to the subject property and not to the individual who applied. Consequently, the variance is transferable to any future owner of the subject property, but cannot be transferred by the applicant to a different site.
4. A variance applies for an indefinite period of time unless otherwise specified at the time the variance is granted. If an expiration time is designated, the applicant may request one (1) extension of one (1) year for the expiration date.
5. The decision by the Planning and Zoning Board relating to the application for a variance shall become final fifteen (15) days for the date the Board renders its decision, unless the fifteenth day is a Saturday, Sunday, or legal holiday, in which event, the decision of the Board shall become final the next day which is not a Saturday, Sunday, or legal holiday.
6. If the Planning and Zoning Board has taken action on a petition for a variance, and the applicant fails to obtain approval of the requested variance, the Board shall not consider the same requested variance for a period of one (1) year from the date of such action.

ADDITIONAL INFORMATION – APPLICANTS PLEASE NOTE!

Advertising fees associated with a variance request covers the cost of advertising in the local newspaper and does not include the cost of notifying property owners within 150 feet of the subject property. The applicant is responsible for notifying property owners within 150 feet of the subject property, by mailing a Notification Letter that is prepared by the Planning Department, by Certified Mail/Return Receipt. All Return Receipts collected are required to be turned into the Planning Department for the case file, either as copies or the originals.

APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS WILL NOT BE ACCEPTED.



SURROUNDING OWNERS REQUEST FORM



Surrounding Property Owners: \$25.00 Pre-Paid Flat Fee (please allow 5 business day for processing)

To be completed by Property Owner or Agent:

Date of Request: _____

Tax Parcel Number: _____

Check one below:

- 1. Adjacent only:
- 2. Radius: Number of feet needed _____ (ie 100, 300, 500 ft)

Owner or Agent Name: _____

Current Mailing Address: _____

Phone Number: _____ Email Address (required if information is to be sent in electronic format): _____@_____

Owner or Agent Signature: _____ Date _____

Select Desired Format:

Printed List (To be pick-up) Certified Printed List Required? (Circle yes if needed) **Yes**

If picking up a printed list please office to pick up from:

- DeLand New Smyrna Beach Daytona Beach Orange City

OR

Your selection from one of the electronic formats below. If an electronic format is chosen, it will be emailed to the email address provided above.

- Text (Tab Delimited)
- Excel (.xls)
- Lotus 1-2-3 (.wks)
- Dbase (.dbf)

Please read the disclaimer below and initial. Request will not be processed without customer initials.

DISCLAIMER: Volusia County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation. No responsibility or liability is assumed for inaccuracies or errors. Please govern yourself accordingly.

Customer Initials: _____

Received by Staff: _____ **PA Office:** _____ **Paid?** _____

Forward Request to: Sandy Hulvey, Volusia County Property Appraiser's Office
123 W. Indiana Avenue, Room 102
Deland, Florida 32720
Phone 386-822-5720 or FAX 386-740-5179

PLANNING AND ZONING BOARD 2016 MEETING SCHEDULE

MEETING DATES

Planning and Zoning Board: 1st Monday of each month at 6:30 p.m. (unless otherwise indicated)

MEETING LOCATION

City Commission Chambers, 210 Sams Avenue, New Smyrna Beach

| PLANNING AND ZONING BOARD SUBMITTAL DEADLINE | PLANNING AND ZONING BOARD MEETING DATE |
|--|--|
| Dec. 2, 2015 | Jan. 8, 2016 |
| Jan. 8, 2016 | Feb. 1, 2016 |
| Feb. 5, 2016 | Mar. 7, 2016 |
| Feb. 26, 2016 | April 4, 2016 |
| Mar. 25, 2016 | May 2, 2016 |
| Apr. 29, 2016 | June 6, 2016 |
| May 27, 2016 | July 5, 2016* |
| June 24, 2016 | Aug. 1, 2016 |
| July 29, 2016 | Sept. 6, 2016* |
| Aug. 26, 2016 | Oct. 3, 2016 |
| Sep. 30, 2016 | Nov. 7, 2016 |
| Oct. 28, 2016 | Dec. 5, 2016 |
| Nov. 23, 2016** | Jan. 3, 2017 |
| Dec. 30, 2017 | Feb. 6, 2017 |
| Jan. 27, 2017 | Mar. 6, 2017 |

PLANNING AND ZONING BOARD: For use in determining application/meeting dates for annexations, land use amendments, Land Development Regulation text amendments, special exceptions, street vacations, and rezonings. Site plans, minor subdivisions, subdivision plats and PUD rezoning shall use the 2016 Plan Review Committee (PRC) Calendar.

*1st Tuesday of the Month, due to Holiday

**Wednesday, due to Holiday

**ALL DEADLINES ARE SUBJECT TO CHANGE
DEPENDENT UPON STAFF WORKLOAD AND PROJECT
COMPLEXITY.**