



SEMINOLE COUNTY
PLANNING & DEVELOPMENT DIVISION
 1101 EAST FIRST STREET, ROOM 2028
 SANFORD, FLORIDA 32771
 TELEPHONE: (407) 665-7371
PLANDESK@SEMINOLECOUNTYFL.GOV

PROJ #: _____
 BV #: _____
 BP #: _____
 CV #: _____
 MEETING: _____

VARIANCE

COMPLETE APPLICATION PACKET MUST BE SUBMITTED BY APPLICATION DUE DATE IN ORDER TO MEET THE DEADLINE FOR THE DESIRED MEETING

APPLICATION TYPE/FEE

- ☐ **VARIANCE** \$300.00 + \$75.00/EACH ADDITIONAL VARIANCE
☐ **AFTER-THE-FACT VARIANCE*** \$600.00 + \$150.00/EACH ADDITIONAL VARIANCE
 *After-the-fact variances include any variance applications made as a result of unpermitted construction, Code Enforcement, Special Magistrate action, or other violations.

PROPERTY

PARCEL ID #:

ADDRESS:

TOTAL ACREAGE:

USE OF PROPERTY: ☐ RESIDENTIAL ☐ NON-RESIDENTIAL

ZONING:

FUTURE LAND USE:

BCC DISTRICT:

TYPE OF STRUCTURE: ☐ ACCESSORY STRUCTURE ☐ SIGN ☐ FENCE ☐ POOL ☐ SCREEN ENCLOSURE ☐ ADDITION
☐ SINGLE FAMILY RESIDENCE ☐ BOATHOUSE/BOAT DOCK ☐ OTHER _____

DESCRIPTION OF STRUCTURE: (SIZE, USE, ECT.)

☐ _____ **SETBACK** REQUIRED: _____ FT. PROPOSED: _____ FT.
☐ _____ **SETBACK** REQUIRED: _____ FT. PROPOSED: _____ FT.
☐ **MINIMUM LOT SIZE** REQUIRED: _____ SQ. FT./ACRE ACTUAL: _____ SQ. FT./ACRE
 TYPE OF VARIANCE: ☐ **WIDTH AT BUILDING LINE** REQUIRED: _____ FT. ACTUAL: _____ FT.
☐ **HEIGHT** REQUIRED: _____ FT. PROPOSED: _____ FT.
☐ **SIGNAGE** REQUIRED: _____ SQ.FT. PROPOSED: _____ SQ.FT.
☐ **ACCESSORY DWELLING** REQUIRED: 35% PROPOSED: _____ %

FENCE REQUESTS – DISTANCE FROM FENCE TO SIDEWALK: _____ DISTANCE FROM FENCE TO EDGE OF STREET: _____

IS THIS REQUEST FOR A STRUCTURE THAT HAS ALREADY BEEN BUILT? ☐ YES ☐ NO

IS THE PROPERTY AVAILABLE FOR INSPECTION WITHOUT APPOINTMENT? ☐ YES ☐ NO (PROVIDE GATE CODE TO STAFF, IF ANY)

OWNER

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

AGENT/CONSULTANT

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

ATTACHMENT CHECKLIST

- ☐ APPLICATION
- ☐ APPLICATION FEE
- ☐ VARIANCE CRITERIA
- ☐ OWNERSHIP DISCLOSURE FORM (ADD'L DOCUMENTATION REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- ☐ APPLICANT AUTHORIZATION FORM, IF APPLICABLE
- ☐ DETAILED CONCEPTUAL SITE PLAN (SEE ATTACHED SAMPLE SITE PLAN)
- ☐ LETTERS OF SUPPORT FROM ADJACENT PROPERTY OWNERS, IF ANY
- ☐ HOME OWNERS ASSOCIATION APPROVALS, IF ANY
- ☐ PHOTOGRAPHS, IF DESIRED

I understand that the application for variance must include all required submittals as specified in the Seminole County Land Development Code. Submission of incomplete plans may create delays.

I hereby represent that I have the lawful right and authority to file this application.

SIGNATURE OF OWNER/AUTHORIZED APPLICANT

DATE

(PROOF OF PROPERTY OWNER'S AUTHORIZATION IS REQUIRED WITH SUBMITTAL IF SIGNED BY SOMEONE OTHER THAN THE PROPERTY OWNER)

Variance Criteria

Respond completely and fully to all six criteria listed below to demonstrate that the request meets the standards of Land Development Code of Seminole County Sec. 30.43(3) for the granting of a variance:

1. Describe the special conditions and circumstances that exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same zoning district.
2. Describe how special conditions and circumstances that currently exist are not the result of the actions of the applicant or petitioner.
3. Explain how the granting of the variance request would not confer on the applicant, or petitioner, any special privilege that is denied by Chapter 30 to other lands, buildings, or structures in the same zoning district.
4. Describe how the literal interpretation of the provisions of the zoning regulations would deprive the applicant, or petitioner, of rights commonly enjoyed by other properties in the same zoning district and would work unnecessary and undue hardship on the applicant or petitioner.
5. Describe how the requested variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.
6. Describe how the granting of the variance will be in harmony with the general intent and purpose of the zoning regulations and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

**SEMINOLE COUNTY
APPLICATION & AFFIDAVIT**

Ownership Disclosure Form

The owner of the real property associated with this application is a/an (check one):

- ☐ Individual ☐ Corporation ☐ Land Trust
☐ Limited Liability Company ☐ Partnership ☐ Other (describe): _____

1. List all **natural persons** who have an ownership interest in the property, which is the subject matter of this petition, by name and address.

NAME	ADDRESS	PHONE NUMBER

(Use additional sheets for more space)

2. For each **corporation**, list the name, address, and title of each officer; the name and address of each director of the corporation; and the name and address of each shareholder who owns two percent (2%) or more of the stock of the corporation. Shareholders need not be disclosed if a corporation's stock are traded publicly on any national stock exchange.

NAME	TITLE OR OFFICE	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

3. In the case of a **trust**, list the name and address of each trustee and the name and address of the beneficiaries of the trust and the percentage of interest of each beneficiary. If any trustee or beneficiary of a trust is a corporation, please provide the information required in paragraph 2 above:

Trust Name: _____

NAME	TRUSTEE OR BENEFICIARY	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

4. For **partnerships**, including limited partnerships, list the name and address of each principal in the partnership, including general or limited partners. If any partner is a corporation, please provide the information required in paragraph 2 above.

NAME	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

5. For each **limited liability company**, list the name, address, and title of each manager or managing member; and the name and address of each additional member with two percent (2%) or more membership interest. If any member with two percent (2%) or more membership interest, manager, or managing member is a corporation, trust or partnership, please provide the information required in paragraphs 2, 3 and/or 4 above.

Name of LLC: _____

NAME	TITLE	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

6. In the circumstances of a **contract for purchase**, list the name and address of each contract purchaser. If the purchaser is a corporation, trust, partnership, or LLC, provide the information required for those entities in paragraphs 2, 3, 4 and/or 5 above.

Name of Purchaser: _____

NAME	ADDRESS	% OF INTEREST

(Use additional sheets for more space)

Date of Contract: _____

Specify any contingency clause related to the outcome for consideration of the application: _____

7. As to any type of owner referred to above, a change of ownership occurring subsequent to this application, shall be disclosed in writing to the Planning and Development Director prior to the date of the public hearing on the application.
8. I affirm that the above representations are true and are based upon my personal knowledge and belief after all reasonable inquiry. I understand that any failure to make mandated disclosures is grounds for the subject Rezone, Future Land Use Amendment, Special Exception, or Variance involved with this Application to become void. I certify that I am legally authorized to execute this Application and Affidavit and to bind the Applicant to the disclosures herein:

Date

Owner, Agent, Applicant Signature

**STATE OF FLORIDA
COUNTY OF SEMINOLE**

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, who is ☐ personally known to me, or ☐ has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Name of Notary Public

OWNER AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchase (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, _____, the owner of record for the following described property (*Tax/Parcel ID Number*) _____ hereby designates _____ to act as my authorized agent for the filing of the attached application(s) for:

<input type="checkbox"/> Arbor Permit	<input type="checkbox"/> Construction Revision	<input type="checkbox"/> Final Engineering	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Future Land Use	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat	<input type="checkbox"/> Special Event
<input type="checkbox"/> Preliminary Sub. Plan	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Exception	<input type="checkbox"/> Rezone
<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance	<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Other (please list):

OTHER: _____

and make binding statements and commitments regarding the request(s). I certify that I have examined the attached application(s) and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments, and fees become part of the Official Records of Seminole County, Florida and are not returnable.

Date

Property Owner's Signature

Property Owner's Printed Name

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, appeared _____ (*property owner*),

☐ by means of physical presence or ☐ online notarization; and ☐ who is personally known to me or ☐ who has produced _____ as identification, and who executed the foregoing instrument and sworn an oath on this _____ day of _____, 20____.

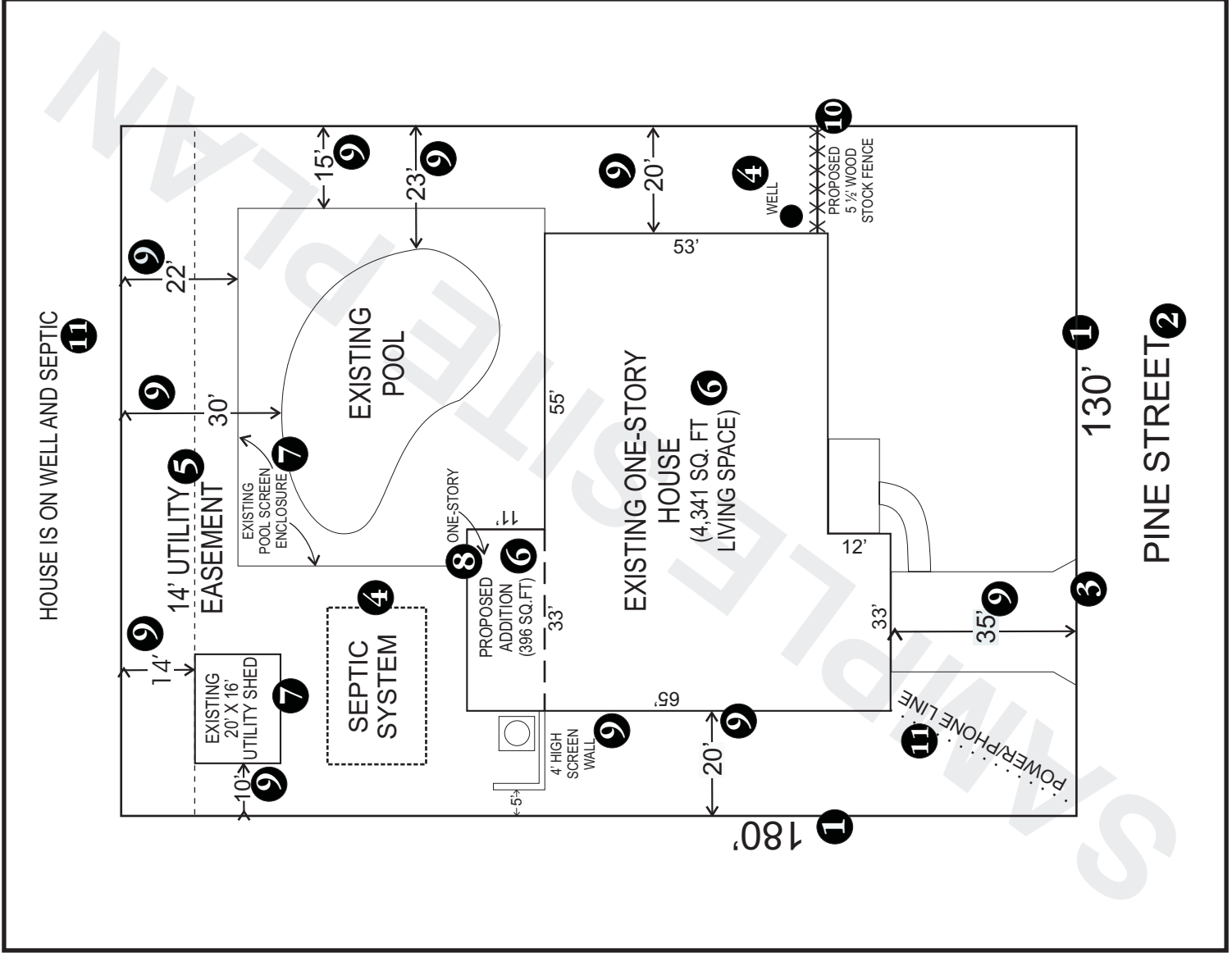
Notary Public



SAMPLE SITE PLAN FOR A **VARIANCE SUBMITTAL**

One 8 1/2" x 11" site plan (please draw to scale) is required. The application may be delayed if all required information is not included on the site plan:

- 1 Size and dimension of the parcel
- 2 Location and name of all abutting streets
- 3 Location of driveways
- 4 Location, size and type of any septic systems, drainfields and wells
- 5 Location of all easements
- 6 Existing or proposed house or addition (Label existing, label proposed and include square footage and dimension of each)
- 7 Existing and/or proposed buildings, structures and improvements (Label existing, label proposed and include square footage and dimension of each)
- 8 Building height
- 9 Setbacks from each building to the property lines
- 10 Location of existing & proposed fences
- 11 Identification of available utilities (e.g. Water, sewer, well or septic)



2021
SEMINOLE COUNTY
BOARD OF ADJUSTMENT
MEETING SCHEDULE
COUNTY SERVICES BUILDING
1101 E. 1ST STREET, ROOM 1028
SANFORD, FLORIDA 32771
6:00 P.M.

APPLICATION DEADLINE	MEETING DATE
December 4, 2020	January 25, 2021
January 8, 2021	February 22, 2021
February 5, 2021	March 22, 2021
March 12, 2021	April 26, 2021
April 9, 2021	May 24, 2021*
May 14, 2021	June 28, 2021
June 11, 2021	July 26, 2021
July 9, 2021	August 23, 2021
August 13, 2021	September 27, 2021
September 10, 2021	October 25, 2021
October 22, 2021	December 6, 2021*
December 3, 2021	January 24, 2022

*CHANGED DUE TO HOLIDAY