

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

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Planning: (386) 329-0491  
Zoning: (386) 329-0316  
Building: (386) 329-0307  
Animal Control (386) 329-0396  
Code Enforcement (386) 329-0317

## Administrative Variance Application

1. Applicant's Name(s): \_\_\_\_\_
2. Contact Phone: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
4. 911 Address: \_\_\_\_\_  
\_\_\_\_\_
5. Parcel ID number(s): \_\_\_\_\_
6. Parcel Zoning Classification \_\_\_\_\_
7. Type of Administrative Variance
  - ☐ Setback Reduction (Reduction request(s) cannot exceed maximums identified on page 3)  

Front: from \_\_\_\_\_ to \_\_\_\_\_ (10' Maximum)

Side: from \_\_\_\_\_ to \_\_\_\_\_ (5' Maximum)

Rear: from \_\_\_\_\_ to \_\_\_\_\_ (5' Maximum)

Waterfront: from \_\_\_\_\_ to \_\_\_\_\_ (5' Maximum)
  - ☐ Fence
    - ☐ Presentation Waiver
    - ☐ Height Extension \_\_\_\_ (2' Maximum)
  - ☐ Screening & Buffering Requirements
  - ☐ Lighting Standards
  - ☐ Parking Requirements
8. Statement of eligibility for proposed administrative variance (Required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. The proposed administrative variance is found to be in the public interest and where, owing to condition peculiar to the property, a literal enforcement of the Land Development Code will result in unnecessary and undue hardship on the landowner. Please state the applicants hardship:

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10. Signature(s) of Property Owner(s):

Telephone Number(s)

Sign: \_\_\_\_\_

\_\_\_\_\_

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

\_\_\_\_\_

Print: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_  
(Print Name of Person(s) Acknowledging)

Notary Stamp

\_\_\_\_\_  
Signature of Notary Public

(Print, Type, or Stamp Commissioned  
Name of Notary Public)

Personally Known ☐ OR Produced Identification \_\_\_\_\_ Type of Identification Produced

### WHAT IS AN ADMINISTRATIVE VARIANCE?

An administrative variance allows the Planning & Development Services Director to authorize a modification to limited portions of the Land Development Code (LDC) without the need for a public hearing before the Zoning Board of Adjustments. **Note: Please be advised, any opposition to an administrative variance could result in denial of the applicant's request.**

### ELIGIBILITY

The following items are eligible for an administrative variance:

- Reduction of required setbacks:
  - Front (10' Maximum)
  - Side (5' Maximum)
  - Rear (5' Maximum)
  - Waterfront (5' Maximum) subject to the requirements of LDC Section 6.03.

**Note: If the parcel has received a variance in the past, the previous setback reduction and proposed setback reduction may not exceed the aforementioned maximums.**
- Fence
  - Presentation: Where, there is an existing fence, wall, or continuous landscape hedge, or other circumstance on the abutting parcel making construction and maintenance difficult or impossible, this provision may be administratively waived by the Director upon written request.
  - Height: Extend up to an additional 2'.
- Landscaping
  - Existing natural vegetation of sufficient height and density may be counted towards screening requirements.
  - Conditions in place on the property prior to the effective date of the LDC which prevent compliance with the buffering and screening requirements may be relaxed.

**Note: Subject to interpretation by the Director or designee.**
- Lighting Standards
  - The lighting requirements in LDC Article 7 may be modified by administrative variance provided that the applicant establishes such an increase meets the standards specified in LDC Article 7, Division 9, Section 45-602.
- Parking & Loading Requirements
  - Parking requirements can be reduced depending on particular circumstances outlined in LDC Article 7, Division 10. Please review this section to see if you are eligible.

## THE PROCESS

1. The applicant shall submit in the following required items:
  - a. Complete, signed & notarized application
  - b. Application Fee: As determined by the BOCC Fee Schedule
  - c. Recorded Deed
  - d. Site Plan
2. Within 5 business days of receiving a sufficient application, staff will issue written notices of the requested administrative variance to all adjacent landowners.
  - a. The notice shall be sent via certified U.S. mail at least thirty (30) days prior to making a final decision, and
  - b. The notice shall advise the abutting landowners of the date of determination and that valid objections or concerns with the proposed administrative variance must be submitted in writing prior the determination date.
3. Staff may conduct at least one site visit to the parcel that is the subject of the application, and post a notice on the property at least 15 days prior to the final determination on the administrative variance. Submittal of a completed application represents express permission for Staff to enter onto the property to conduct a site visit. Site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday). Denial or refusal to grant such access shall be grounds rejecting the application.
4. If staff receives one or more valid written objections based on section 9.04.03, Issuance Criteria, of the LDC, the administrative variance may be denied. The applicant will then have the option to submit an application for a variance to be heard before the Zoning Board of Adjustments. Before applying for a variance, please call planning staff at 386-329-0491 to schedule a pre-application meeting.

## **Article 9, Division 4, Section 45-833 Issuance Criteria**

Subject to the general conditions in the Land Development Code, the Zoning Board of Adjustment may authorize a variance, based on substantial competent evidence that the criteria listed in a. and b. below are met.

- a. Each of the following must be met, unless a provision referenced in subsection b. below states otherwise:
  1. Special conditions and circumstances exist which are peculiar to the land, structure or building involved, or the proposed development design utilizes innovative planning and design which will result in a better development and will be an asset to the community.
  2. The special conditions and circumstances described in paragraph a, above, do not result from a failure on the applicant's part to follow applicable County, state or federal land use regulations and building codes.
  3. Granting the variance requested will not confer on the applicant any special privilege that is denied by this Code to other lands, buildings or structures in the same zoning district.
  4. Literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this Code and would place unnecessary and undue hardship on the applicant.
  5. Granting the variance will be in harmony with the general intent and purpose of this ordinance and such variance will not be injurious to the area involved or otherwise detrimental to the public welfare or public interest.
  6. The variance granted is the minimum necessary to meet the criteria 1 through 5 above. Variance that will make possible the reasonable use of the land, building or structure
- b. The following special criteria must be met where it is applicable. Unless the section providing the special criteria states otherwise, the applicable criteria listed below must be met in conjunction with the criteria listed in subsection a. above.
  1. Variances to airport overlay regulations must meet the pertinent variance criteria outlined in Article 4, Division 3 of the LDC.
  2. Variances to the historical district overlay regulations must meet criteria in Article 4, Division 4 or Article 9, Division 4 of the LDC.
  3. Variances for historical structures involving nonconformities must meet the criteria provided in Article 4, Division 4 of the LDC
  4. Variances to the sign regulations must meet criteria in Putnam County's sign regulations.
  5. Variances to flood hazard management regulations must meet the applicable criteria in Article 6, Division 5.

## Office Use Only

### **Application Received**

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

### **Sufficiency Review**

- Complete, signed & notarized application \_\_\_\_\_
- Application Fee \$ \_\_\_\_\_
- Recorded Deed \_\_\_\_\_
- Site Plan \_\_\_\_\_

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

### **Site Visit (If necessary)**

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

### **Notification (Letter to Neighbors)**

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Decision:** Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature: \_\_\_\_\_ | Date \_\_\_\_\_