

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Ave., Suite 300
Palatka, FL 32177
Fax: (386) 329-1213
Email: pzb@putnam-fl.com
Website: main.putnam-fl.com



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

VARIANCE APPLICATION

1. Name of property owner(s): _____ Address(es)(Street, City, State, Zip): _____

2. 911 Address: (Street) _____
(City) _____ (State) _____ (Zipcode) _____
3. Parcel ID number(s): _____
4. Subdivision name: _____ (If applicable)
5. Driving directions to property from Palatka: _____

6. Size property to be covered by the Variance: _____ acres
7. Zoning Designation: _____ Future Land Use designation: _____
Current Use: _____
8. Variance to allow: _____
9. Applicable Ordinance Section(s) _____
10. Prior zoning actions on this property (include case number): _____
11. Statement of hardship: (Address the six variance issuance criteria listed in Article 9,
Division 4, Section 45-833 of the Land Development Code)

12. Provide the following with the application:

- Application Fee
- Site Plan
- Agent Designation Form (If Applicable)
- Variance Meets Criteria Statement
- Recorded Deed(s)
- Legal Description(s)

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

Print name of property owner(s):

Signature(s) of property owner(s):

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

VARIANCE APPLICATION INFORMATION

WHAT IS A VARIANCE?

A variance grants property owners/developers the ability to relax zoning requirements and/or design standards. For example, if a property owner desires to put a car port 15' into the front setback, they would need to obtain a variance prior to issuance of a building permit.

PROCESS

1. Call Planning Staff at (386) 329-0491 about your interest in a Variance. A pre-application meeting is required.
2. Submit all required materials to the Planning & Zoning Division complete and correct.
3. The application will be given a case number and scheduled for a hearing with the Zoning Board of Adjustment (ZBOA).

Note: The current schedule for the ZBOA is on the planning website.

4. Staff will:
 - a. Notify all property owners within 300 feet of the subject parcel(s) via US Mail.
 - b. Post advertisement in the local newspaper with the case number, purpose of the case, 911 address, and the hearing dates.
 - c. Post signs along the right-of-way of the subject parcel(s) as notice of the public hearings.
5. Staff will conduct at least one site visit to the parcel that is the subject of the application. While staff will only be reviewing the site as it pertains to the variance, you may request that you be present when the site visit occurs. When only a piece of a larger parcel is subject to the variance, such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the variance. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The express purposes of the site visit is to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed variance for consistency with the Comprehensive Plan and compliance with County Ordinances.

Note: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

6. You will receive a copy of a staff report, prior to the ZBOA public hearing, which analyzes the application for consistency with the applicable objectives and policies of the Putnam County Comprehensive Plan and County Ordinances, and makes a recommendation to the ZBOA.

Note: Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.

7. There will be one hearing before the ZBOA for Variance. The ZBOA hearing is conducted in the following fashion:
 - a) The case number will be called for discussion.
 - b) Staff will present the staff report to the ZBOA.
 - c) Those who are in favor will be given the opportunity to share their views and evidence. The applicant will be given the first opportunity to speak in favor of their application.
 - d) Those who are in opposition of the application are given the opportunity to speak.
 - e) The Board will close public comments and deliberate.
 - f) After deliberation, the Board will vote. If the ZBOA denies the application, the applicant will be notified of their right to appeal.

REQUIREMENTS

1. Application Complete, Correct, signed and notarized.
2. Application Fee: As listed in the Schedule of Fees established by the BOCC.

Note: Fees are subject to change at any time by resolution of the Board of County Commissioners. In addition to the application fee, the applicant will be responsible for any fees incurred by the use of third party experts/consultants which are necessary to review and analyze technical submittals. (E.g. environmental assessments, housing studies, traffic studies, level of service analysis, etc.)

3. SITE PLAN – Site plan shall be provided on a sheet of paper no smaller than 8.5 x 11 and must be legible. Failure to provide a site plan with all required details will result in a finding that the application is insufficient. Insufficient applications will not be scheduled for public hearings until they are made sufficient. A sample site plan has been attached for your use. At a minimum, the site plan shall include the following per LDC Article 12, Division 12, Section 45-1082:
 - a) Name, location and owner.
 - b) Present zoning.
 - c) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
 - d) Date, North arrow and graphic scale.

- e) Location, number, dimension and surface type of all proposed parking areas and loading areas.
 - f) Location, size and design of landscaped areas and building screens or architectural enclosures.
 - g) The location of all existing and proposed structures and major features and complete dimensions of same. Also included shall be setbacks, distances between structures, floor areas, width of driveways, property or lot lines, floor area ratio, and impervious surface ratio.
 - h) Location and acreage of open space, recreational, recharge and landscaped areas.
4. AGENT DESIGNATION FORM – This form is applicable if the applicant(s) choose to designate an agent other than an applicant to represent them at the public hearings.
 5. VARIANCE MEETS CRITERIA STATEMENT - This statement of hardship must be submitted and must address the six variance issuance criteria listed in Section 9.04.03 of the Land Development Code or other criteria applicable to the particular variance.
 6. RECORDED DEED - A copy of the recorded deed(s) to the property involved in the request must be provided.
 7. LEGAL DESCRIPTION - A legal description of the area for the property subject to the requested variance must be provided, if the area is different from the legal description in the deed to the property.

Note: ALL OWNERS OF RECORD must sign the application. If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. **IF THE OWNER IS A CORPORATION OR A BUSINESS ENTITY**, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate: _____

as agent in fact for the owner(s) of parcel(s): _____

To present an application for Development Review for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Development Review Committee, and to respond and furnish all information and data requested by said Committee.

Print name of property owner(s):

Signature(s) of property owner(s):

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

AGENT OATH AND SIGNATURE:

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a rezoning and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

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

DO NOT WRITE BELOW THIS LINE

-THIS PAGE IS FOR OFFICE USE ONLY -

Pre-application Meeting Verification: Date: _____ Time:

_____ am/pm

Staff Signature: _____

Staff Sufficiency Review Comments:

1. Submittals Check List:

- | | |
|--------------------------------|--|
| ___ Application Fee | ___ Completed Site Plan |
| ___ Completed Application form | ___ Agent Designation form (if applicable) |
| ___ Recorded Deed(s) | ___ Legal Description(s) |
| ___ Parcel Map (full section) | |

2. Property is currently/proposed to be serviced by:

- | | | |
|---------------------|-------------------------------|--------------------|
| central sewer _____ | package treatment plant _____ | septic tank _____ |
| central water _____ | public supply well _____ | private well _____ |

3. Case Number: _____

4. Hearing Dates:
Zoning Board of Adjustment _____

5. Special Comments:

Reviewed by: _____

Date: _____