

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

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

**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. Email (for Final Order distribution): \_\_\_\_\_
12. Date of mandatory pre-application meeting: \_\_\_\_\_
13. Statement of hardship: (Address the six variance issuance criteria listed in Article 9,  
Division 4, Section 45-833 of the Land Development Code)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Provide the following with the application:

- Application Fee
- Site Plan
- Agent Designation Form (If Applicable)
- Statement of Hardship
- 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):

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Signature(s) of property owner(s):

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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 18' into the side setback, they would need to obtain a variance prior to issuance of a building permit. Please be aware that some variances may be granted by the Administrative Deviation Committee (ADC), the types the ADC can grant are found in LDC Section 45-836. Variances to be granted by the ADC are called Administrative Variances. Please consult staff prior to determining which type of variance is right for you.

### 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. At a minimum, the site plan shall include the following per LDC Section 45-832(a) (6):
  - a) Location of the site in relation to surrounding properties, including the means of ingress and egress, and any screening or buffers on such properties.
  - b) Date, north arrow, and graphic scale.
  - c) Location, dimension and number of all proposed parking spaces and loading areas.
  - d) Location, size, and design of landscaped areas and structure screens or architectural enclosures.

- e) The location of all structures and major features and complete dimensions of the same.
  - f) All setbacks, distances between structures, floor areas, width of driveways, location and size, parking spaces, property or Lot lines and the percentage of the property covered by structures.
  - g) Location and acreage of Open Space, recreational, recharge and landscaped areas.
  - h) Location of existing and proposed utilities, including well and septic systems.
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 45-833(1) of the Land Development Code and 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 obtaining a variance for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Zoning Board of Adjustment or Administrative Deviation Committee, and to respond and furnish all information and data requested by said Board or 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 variance 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 \_\_\_\_\_.

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## **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 IV, Division 3 of the LDC.
  2. Variances to the historical district overlay regulations must meet criteria in Article IV, Division 4 or section 45-834.
  3. Variances for historical structures involving nonconformities must meet the criteria provided in Article IV, Division 4 and section 45-834.
  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 section 45-432.



**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)                   |

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:

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Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_