



TOWN OF DAVIE USE ONLY

Petition Number: _____

Initial Fee: _____

Receipt Number: _____

Submittal Date: _____

Received By: _____

Variance (V) Application

*Planning and Zoning Division
Development Services Department*

Folio Number:

5	-	4	-		-		-				
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Property Address: _____

Future Land Use: _____

Zoning: _____

Subdivision Name: _____

Project Name: _____

Variance Request:
(Code Section) _____

From a required _____
To provide a _____

Petitioner Info:

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Relationship to the property: _____

Owner Info:

Name: _____

Address: _____

Telephone: _____

Fax: _____

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

OWNER'S NAME(S) (PRINT)

PETITIONER'S NAME (PRINT)

OWNER'S SIGNATURE
(ALL OWNERS MUST SIGN)

PETITIONER'S SIGNATURE

ADDRESS

ADDRESS

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

TELEPHONE

TELEPHONE

The foregoing instrument was acknowledged
before me this _____ day of _____,
20____, by _____
who is personally known to me or has produced

The foregoing instrument was acknowledged
before me this _____ day of _____,
20____, by _____
who is personally known to me or has produced

as identification and who did take an oath.

as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: _____

SIGN: _____

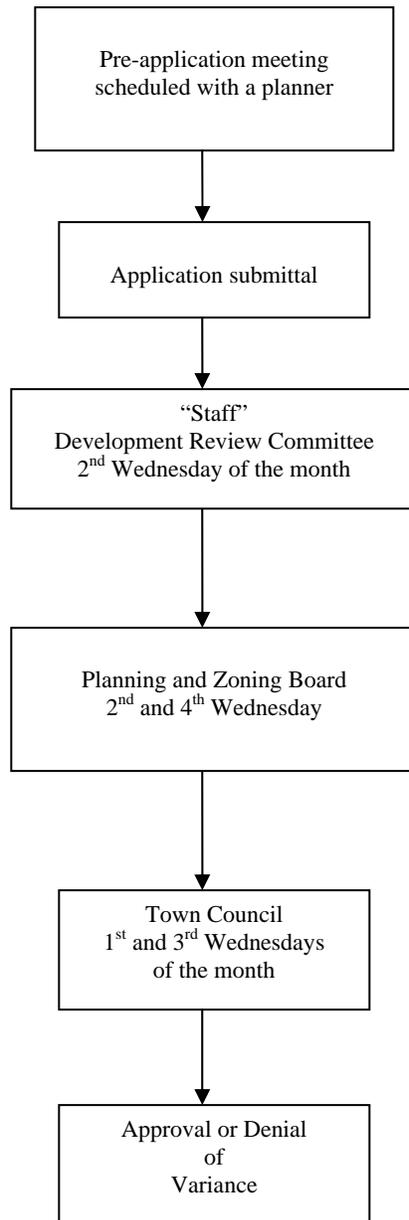
PRINT: _____

PRINT: _____

My Commission Expires:

My Commission Expires:

Variance Application Flow-Chart



Variance Application Checklist

All required information must be provided at the time of submittal unless otherwise noted.

- __1. A copy of the pre-application meeting form filled-out with a Town planner.
- __2. Original application form typed or neatly printed in ink, and notarized properly.
- __3. One check made payable to the Town of Davie in the amount specified on the fee schedule (provide calculations).
- __4. Copy of warranty deed or most recent tax bill.
- __5. A justification letter explaining reason for the request
- __6. A justification letter criteria of Section 12-309 of the Land Development Code as follow:
 - _(a) There are special circumstances or conditions applying to the land or building for which the variance is sought, which circumstances or conditions are peculiar to such land or building and do not apply generally to land or buildings in the same district, and that said circumstances or conditions are such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of such land or building for which the variance is sought, and that alleged hardship is not self-created by any person having an interest in the property;
 - _(b) The granting of the variance is necessary for the reasonable use of the land or building and that the variance as requested is the minimum variance that will accomplish this purpose;
 - _(c) That granting the variance will be in harmony with the general purpose and intent of this chapter and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
- __7. A letter (on petitioner's letterhead) indicating that the proposed design had a preliminary review and was submitted into Central Broward Water Control District (CBWCD) for approval. (or letter stating the know, etc.), if applicable.
- __8. Two (2) full scale certified and sealed surveys dated within the last two (2) years with legal description of the entire property, including statement of amount of acreage involved.
- __9. Two (2) 8 1/2" x 11" reductions of the certified and sealed surveys showing plot plan including any information that would be relevant to the variance application, such as: height, area, number of required parking spaces, or plant units, size of structure or size of yards and open spaces, fence design in the rural lifestyle, and separation requirements.

Variance Application Questions and Answers

__1. How many weeks a variance application may take to be processed?

A variance application may take between sixteen (16) to eighteen (18) weeks to be processed.

__2. A variance application may be used to pursue a change on land use?

A variance application may not be used to pursue a change on land use. A variance may only be considered for height, area, number of required parking spaces, or plant units, size of structure or size of yards and open spaces, fence design in the rural lifestyle, and separation requirements.

__3. How detailed the justification letter may be?

The justification letter should be structured and sufficiently detailed in order to better provide members of the staff, Planning and Zoning Board and Town Council with any specific information that may help to review and approve your petition.