



City of Alachua Variance Permit Application

FOR PLANNING USE ONLY

Case #: _____

Application Fee: \$ _____

Filing Date: _____ Acceptance Date: _____

Review Type: P&Z CC BOA

Reference City of Alachua Land Development Regulations Article 2.4.7

Type of Variance: Zoning Variance
 Subdivision Variance

A. PROJECT

1. Project Name: _____
2. Address of Subject Property: _____
3. Parcel ID Number(s): _____
4. Existing Use of Property: _____
5. Existing Zoning Classification: _____
6. Existing Future Land Use Map Designation: _____
7. Number of Acres: _____

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): _____ Title: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: () _____ FAX: () _____ e-mail: _____
3. If the applicant is agent for the property owner*:
Name of Owner (title holder): _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. ADDITIONAL INFORMATION

1. Is there any additional contact for sale of, or options to purchase, the subject property? Yes No
If yes, list names of all parties involved: _____
If yes, is the contract/option contingent or absolute? Contingent Absolute

D. ATTACHMENTS

1. Statement of variance:
 - a. Zoning Variance – include the section of Article(s) 5 and/or 6 of the Land Development Regulations under which the variance is sought and state the grounds on which it is requested, with particular reference of the findings which the Board of Adjustment must make (reference Article 2.4.7 of the Land Development Regulations).
 - b. Subdivision Variance – include the section of Article 7 of the Land Development Regulations under which the variance is sought and state the grounds on which it is requested, with particular reference of the findings which the Board of Adjustment must make (reference Article 2.4.7 of the Land Development Regulations).
2. Analysis of compliance with the Standards for Zoning & Subdivision Variances, as defined in Section 2.4.7(C)(4) and Section 2.4.7(D)(4) of the Land Development Regulations:
 - a. **Extraordinary and Exceptional Conditions**- There are extraordinary and exceptional conditions (such as topographic conditions, narrowness, shallowness, or the shape of a parcel of land) pertaining to the particular piece of land for which the variance is sought, that do not generally apply to other land or structures in the vicinity.

- b. **Not Result of Action by Applicant-** The special circumstances are not the result of the actions of the applicant.
 - c. **No Special Privilege-** The granting of the variance will not confer any special privilege on the applicant that is denied to other lands or structures in the same zone district.
 - d. **Strict Application Deprives Use-** Because of the conditions in subsection (a) above, the application of these LDRs to the land would effectively prohibit or unreasonably restrict the utilization of the land and result in unnecessary and undue hardship.
 - e. **Minimum Variance-** The granting of the variance is the minimum action that will make possible the reasonable use of the land or structure which is not contrary to the public interest, and which would carry out the spirit of these LDRs.
 - f. **Not Detrimental-** The authorization of the variance will not result in substantial detriment to adjacent land, and the character of the zone district in which the land subject to the application is located.
 - g. **Consistency with these LDRs-** The granting of the variance will be generally consistent with the purposes and intent of these LDRs and the public interest.
3. A current aerial map of the property (may be obtained from the Alachua County Property Appraiser).
 4. Three (3) sets of labels for all property owners within 400 feet of the subject property boundaries – even if property within 400 feet falls outside of City limits. (Obtain from the Alachua County Property Appraiser).
 5. Legal description with tax parcel number.
 6. Proof of ownership.
 7. Proof of payment of taxes.
 8. **Fee.** Please see fee schedule for fee determination. No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any necessary technical review will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any legislative and/or quasi-judicial action of any kind on the petition, appeal, or development application.

All 8 attachments are required for a complete application. A completeness review of the application will be conducted within 5 business days of receipt. If the application is determined to be incomplete, the application and fee will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____

_____, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL

Signature of Notary Public, State of _____