



VARIANCE APPLICATION

Growth Management Department
123 NW Highway 19
Crystal River, FL 34428
Phone 352-795-4216

Return to: development@crystalriverfl.org

Office Use Only: Paid _____	Date _____
Residential – \$400	Commercial - \$600 ATF-DOUBLE FEE

Applicant Information:

Name: _____ Phone _____

Street Address: _____
CITY ST ZIP

Email Address: _____

Site Information:

Site Address: _____

Alt Key #: _____ Parcel ID # _____

(AVAILABLE AT THE CITRUS COUNTY PROPERTY APPRAISER'S WEBSITE: www.citruspa.org.)

Legal Description: _____

(or attach description on a separate page)

Subdivision: _____ Lot: _____ Block: _____

Current Zoning District: _____

Flood Zone: _____ Base Flood Elevation: _____
(This information shall be based on the latest Flood Insurance Rate Maps)

The applicant for a variance has the burden of proof of demonstrating that the application for a variance complies with each of the requirements of Section 9.02.02(A).

Variance Request: Please enter a description of request and Land Development Code Sections that pertain to the requested action.
https://library.municode.com/fl/crystal_river/codes/code_of_ordinances?nodeId=PTIICOOR_APXALADE_CO_CH9VACORE_9.02.00VA

Variance Provisions

In order for an application for a variance to be approved or approved with conditions, the Planning Commission shall make a positive finding, based on the evidence submitted, with regard to each of the following provisions. Submit an explanation to each of the provisions below.

Findings	Provisions (Sec. 9.02.02(A))
	1. There is a specific hardship affecting the development of the lot resulting from the strict application of the provisions of the LDC. <i>(Explain how you will be deprived of reasonable use of the land, building, or structure, equivalent to the use made of lands, buildings or structures in the same neighborhood. Show that you have an unnecessary hardship, more than mere inconvenience or a preference for more lenient standards.)</i>
	2. The hardship is not a result of actions of the owner and is not based solely on a desire to reduce development costs. <i>(It is not enough to say that the development will cost more in order to comply. You must show the substantial and undue nature of that additional cost as compared to others subject to the same restriction.)</i>
	3. The need for the proposed variance is due to the physical shape configuration, or topographical condition of the lot in such a manner as to distinguish it from other adjacent or nearby lots or from other lots in the district. <i>(An example would be a pie shaped lot where the lot narrows dramatically towards the front yard and the side yard setback prohibits you from building an addition.)</i>
	4. The proposed variance is necessary to preserve a substantial property right where such property right is generally available to other property owners of adjacent or nearby lots or other lots in the zoning district. <i>(Explain that if the variance is not approved would any development of the proposed property be possible?)</i>
	5. The grant of the proposed variance does not confer on the applicant any special privilege that is prohibited by this LDC to other lands, buildings, or structures in the same zoning district. <i>(Is what you want to do something that other properties in the same zoning district have been allowed to do? If so, how does the ordinance prevent you from doing so?)</i>
	6. The proposed variance does not substantially increase congestion on surrounding streets, does not increase the danger of fire or other hazard, and is not otherwise detrimental to the health, safety, or general welfare of the public. <i>(Will granting the variance harm public safety? (Example: A property owner may prove an unnecessary hardship exists from limitations on on-site drives and parking for a commercial use. The increased traffic and stormwater effects could prove to harm public safety)</i>
	7. The development following the proposed variance is compatible with adjacent and nearby development and does not alter the essential character of the district. <i>(Will the variance cause the character of your neighborhood to change?)</i>
	8. The variance granted is the minimum variance that results in reasonable use of the land, building, or structure. <i>(Have you looked at all other options to do what you want to do and found that the variance you are seeking is for the least amount necessary?)</i>

	9. The effect of the proposed variance is consistent with the general intent of the LDC and the specific intent of the relevant standards and criteria. <i>(Will what you are proposing have any negative effects on your neighbors or any other property or to public property?)</i>
	10. The effect of the proposed variance is consistent with the comprehensive plan. <i>(City staff will assist with this.)</i>

Notes:

1. Any variance authorized by the Planning Commission, and not used and acted upon by the applicant, or the applicant's successor in interest, within one (1) year from the date on which the decision of the Planning Commission is reduced to a written order, or if appealed, the date on which the order becomes final, shall be deemed abandoned and be void and of no further force and effect.
2. A variance shall not be granted which authorizes a use that is not permissible in the zoning district in which the property subject to the variance is located.
3. A variance shall not be granted which authorizes any use or standard that is expressly prohibited by this LDC.
4. No nonconforming use of adjacent lands, structures, or buildings in the same zoning district, and no permitted use of land, structures, or buildings in other zoning districts shall be considered grounds for the authorization of a variance.

Attachments:

1. Deed or other proof of ownership.
2. A site plan.

SIGNATURE Owner Agent

Date

PRINT NAME

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged (Or Affirmed) before me this _____ day of _____, 20_____, who is/are personally known to me or has/have produced _____ as identification.

Notary Public (SEAL)

Filing Requirements Checklist

1.	Completed application form available from the City.
2.	Applicable filing fee as required by the City. The applicant will also be billed at a later date for advertising and postage fees for costs incurred due to notification to abutting property owners by mail and advertising in a newspaper of general circulation. Applicants are billed actual costs incurred for public notification. No application shall be processed for final adoption until all fees are paid.
3.	Proof of ownership and legal description of property (tax notice or copy of deed will suffice).
4.	Site Plan (DRAWN TO SCALE). All site plans and drawings for application shall clearly readable and be prepared at the same scale. The sheet size shall not be less than 8 ½ x 11 and not be larger than 36' x 48'. Where site plans are larger than 11' x 17', electronic copies must be provided as part of submittal. SITE PLANS SHALL SHOW THE FOLLOWING INFORMATION:
A.	Lot dimensions along all property lines. Include North arrow to indicate orientation.
B.	Lot area and percentage of lot covered (impervious surface area).
C.	Driveway access location with dimensions and parking space arrangement. (For commercial, must delineate internal aisle and parking with dimensions.)
D.	All rights-of-way and easements adjacent to and crossing the subject property.
E.	All watercourses, waterbodies, canals, and/or jurisdictional wetlands adjacent to or on property.
F.	Proposed or existing source of potable water/well or sewer/septic system.
G.	Existing and proposed location of building/structures including heights and separation.
H.	All setbacks (measured in feet) must be shown between buildings/structures and property lines.
I.	Any existing or proposed walls/fences – show location, height, and material types.
J.	Existing and/or proposed stormwater management systems as applicable.
K.	Signs (show location and dimensions) as applicable.
L.	Loading (show location and dimensions) as applicable.
5.	A property survey containing the legal description, land area, and existing improvements on the site. The survey shall be signed by a surveyor licensed in the State of Florida, and shall have been performed not more than two (2) years prior to the date of application. (Not required for residential applications.)
6.	When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner with regard to the application and associated procedures.

I HEREBY ACKNOWLEDGE THAT FAILURE TO SUBMIT THE ABOVE INFORMATION ALONG WITH THE RETURN OF THIS FORM, AND/OR THAT THE INFORMATION SUBMITTED IS INSUFFICIENT FOR REVIEW MAY DELAY PROCESSING CAUSING THE APPLICATION TO BE SCHEDULED TO A LATER HEARING DATE. APPLICATIONS FOUND INCOMPLETE WILL BE RETURNED TO THE APPLICANT.

Return this application to:

City of Crystal River
Department of Growth Management
123 Northwest Highway 19
Crystal River, Florida 34428

Applicant Signature: _____

Date: _____