

**TOWN OF LAKE CLARKE SHORES  
ZONING BOARD OF ADJUSTMENTS**

**INSTRUCTIONS FOR COMPLETING VARIANCE APPLICATION**

**VARIANCE APPLICATION MUST BE COMPLETED AND ALL APPLICABLE PAPERWORK SUBMITTED TO THE ZONING DEPARTMENT. APPLICATION FEES ARE SET BY RESOLUTION OF THE TOWN COUNCIL. THE ZONING BOARD OF ADJUSTMENTS MEETS ON THE 2<sup>ND</sup> THURSDAY EVERY OTHER MONTH.**

Applications must be submitted prior to the following days:

1<sup>st</sup> business day in **December** for the **January** Hearing

1<sup>st</sup> business day in **February** for the **March** Hearing

1<sup>st</sup> business day in **April** for the **May** Hearing

1<sup>st</sup> business day in **June** for the **July** Hearing

1<sup>st</sup> Business day in **August** for the **September** Hearing

1<sup>st</sup> business day in **October** for the **November** Hearing

The applicant must provide the following: APPLICATION, SURVEY, SITE PLAN, DETAILED DRAWING(S) AND WARRANTY DEED before the application can be submitted (additional items may be required).

1. Original completed and signed application
2. Sealed survey of property not more than (1) one year old.
3. Site plan showing location of proposed construction.
4. Detailed drawing(s).
5. Warranty Deed showing proof of ownership of the property.

**ADDITIONAL 9 COPIES OF COMPLETED APPLICATION PACKET AND ATTACHMENTS WILL BE REQUIRED ONCE THE BUILDING OFFICIAL HAS REVIEWED THE APPLICATION.**

**DETAILED INFORMATION ON THE ABOVE REQUIREMENTS ARE ATTACHED**

## APPLICATION REQUIREMENT

Please type or print when filling out the application. Submit the original signed application with all areas completed. The following areas on the application must also be completed to demonstrate the justification on why the variance should be granted:

1. Special conditions and circumstances
2. Deprive the applicant of rights commonly enjoyed by others
3. Non-preventable conditions or circumstances
4. Variance will not give applicant special privileges
5. Unnecessary or undue hardship (not self-created)
6. Consideration as to size, shape, etc.

## SURVEY REQUIREMENT

A certified survey by a surveyor registered in the State of Florida, signed and sealed and not over (1) one year old containing the following:

1. An accurate legal description of the subject property.
2. A computation of the total size of the property to the nearest square foot.
3. The exact location of all structures on the property, showing distances from the property line (s) and other structures.
4. The exact location of driveways and fences of the subject property.
5. All easements, reservations and restrictions of record, centerline of all roads with dimensions from centerline to property lines.
6. Location of septic tank and drainfield.
7. A location sketch of the subject property.

## SITE PLAN REQUIREMENTS

Every application for special exception or variance shall include the following information to be shown on a site plan of the property:

1. The exact location of all structures on the property, showing distances from the property line (s) and other structures.
2. The exact location of the property related to the public street or easement on which the property fronts.
3. The exact location of driveways and fences of the subject property.
4. The exact location of septic tank and drainfield.
5. Accurately indicate on the site plan what and where the special exception or variance is as it relates to the existing structures on the property and to the nearest residential structure (s) on the adjacent property.

### DRAWINGS

Detailed drawing(s) of proposed construction including signed and sealed engineering where applicable.

### OWNERSHIP INFORMATION

Every application must be submitted by the property owner of record, unless the applicant is a Contract Purchaser or Lessee. The following information must accompany this application:

1. A copy of the LAST RECORDED WARRENTY DEED and
2. If joint and several ownership, a written consent of all owners of record, or  
If a contract purchase, a copy of the Agency Agreement or written consent of the seller/owner, or  
If an authorized agent, a copy of the Agency Agreement or written consent of the principal/owner, and /or contract purchaser, or  
If a lessee, a copy of the lease agreement and written consent of the owner, or  
If a corporation or other business entity, the name of the officer or person responsible for the application and written proof that said representative has the delegated authority to represent the corporation or other business entity, or in lieu of, written proof that he is in fact an officer of the corporation or other business entity with the Corporate Seal.

**The Zoning Board does not automatically grant variances of the Zoning Regulations. It is strongly recommended that the applicant attend the Zoning Board meeting and present all necessary evidence to support his/her application.**

**Please contact the Building Department at (561) 964-1515, ext. 14 if you have any questions.**