

TOWN OF LAKE CLARKE SHORES

**OFFICIAL APPLICATION FOR ADMINISTRATIVE REVIEW, SPECIAL EXCEPTION REQUEST, OR
VARIANCE REQUEST TO ZONING BOARD OF ADJUSTMENT**

Application Fees: Single-family Residential \$475.00
 Multi-family Residential & Commercial \$750.00 plus associated costs

(APPLICANT: PLEASE TYPE OR PRINT INFORMATION WHEN COMPLETING THIS FORM)

Name: _____ Fee Receipt #: _____
Address: _____ Lake Clarke Shores, FL 33406
Home Phone: _____ Cell: _____ Business Phone: _____
Dimensions of Lot: _____ Size of Lot: _____ Square Feet: _____
Property Control Number: _____

(Application continues on page 2)

FOR OFFICE USE ONLY – APPLICANT DOES NOT FILL OUT THE INFORMATION BELOW

Public Hearing Date: _____ **Date of Official Acceptance:** _____ **Official File #:** _____
Previous Application(s): _____ **Related Cases in Area:** _____ **Existing Zoning District:** _____
Variance Request: _____ **Special Exception Request:** _____ **Administrative Review:** _____
Type of Variance: _____
Zoning Code Section(s): _____

Remarks:

INSTRUCTIONS FOR COMPLETION OF APPLICATION

All properties within a single application must be legal lots of record contiguous and immediately adjacent to one another or be subject to separate petitions and filing fees.

No application shall be accepted unless it is presented on the form provided by the Town.

Before an application may be accepted, it must fully comply with all requirements stated in this application.

All hearings before the Zoning Board of Adjustment shall be initiated by filing with the Town an application, on forms prescribed by the Town, executed and sworn to by the owner or owners of at least fifty (50) percent of the property described in the application, or by tenant or tenants, with owner's written consent, or by duly authorized agent(s), evidenced by a written power of attorney, if not a member of the Florida Bar, or contract purchaser(s), or by any person aggrieved by an order, requirement, decision or determination made by the Building Official in the enforcement of the Zoning Code when appealing same.

TO BE COMPLETED BY APPLICANT

THE UNDERSIGNED HEREBY PETITIONS THE TOWN OF LAKE CLARKE SHORES ZONING BOARD OF ADJUSTMENT TO CALL PUBLIC HEARINGS AFTER DUE PUBLIC NOTICE, THE COST OF WHICH IS HEREBY ASSUMED BY THE UNDERSIGNED.

EXACT LEGAL DESCRIPTION OF THE SUBJECT PROPERTY:
(Attach if space below is insufficient)

STREET ADDRESS: _____

NATURE OF REQUEST – VARIANCE, SPECIAL EXCEPTION, OR ADMINISTRATIVE REVIEW
(Check all that apply)

[] (I) (We) request a variance of (specify in feet): _____

Setback required: _____

Setback requested: _____

Variance requested: _____ (Explain variance in spaces below)

i.e. – requesting variance to enclose existing pool

[] (I) (We) request a special exception to the requirements of the _____ zoning district for (specify the particulars, including sections of code involved): _____

[] (I) (We) request an administrative review of an order, requirement, decision or determination made by the Building Official in regards to (specify the particulars): _____

THE FOLLOWING INFORMATION MUST BE COMPLETED WHEN APPLYING FOR A VARIANCE:

JUSTIFICATION OF APPLICATION

Section 86-62 (c) (1) of the Zoning Code requires a statement of special reasons or basis for the request(s). This statement should be predicated on the following objectives. Please utilize the remainder of this page for the required statement of justification and attach additional sheets and/or documentation, if desired. (PLEASE PRINT OR TYPE THE STATEMENT).

A. The following special conditions and circumstances exist which are particular to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same area:

B. Explain how the literal enforcement of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter:

C. Explain how the special conditions and circumstances as stated in (A) above, do not result from the action of the applicant, or could have been prevented by action of the applicant, or were existing at the time of acquisition of the property by the applicant and at that time were known to the applicant or should have been known by the applicant upon reasonable inquiry at the time of the applicant's acquisition of the subject property:

D. Explain how granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures or buildings in the same district:

E. Explain how the literal enforcement of this chapter would result in a hardship and how the hardship was not the result of the applicant:

A. Explain the size of the lot, shape of the lot or the existence of other unusual physical conditions of the property:

APPLICANT'S CERTIFICATION

(I) (We) affirm and certify that (I) (We) understand and will comply with the provisions and regulations of the Town of Lake Clarke Shores Zoning Code. (I) (We) further certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of (my) (our) knowledge and belief. Further (I) (We) understand that this application, attachments, and fees become part of the Official Records of the Town Clerk and are not returnable.

Signature of Applicant

Signature of Applicant

Type Name of Applicant

Type Name of Applicant

Applicant is:
(Check one)

- Owner
- Optionee
- Lessee
- Agent
- Contract Purchaser

Street Address

City, State, Zip

Home Phone Number and Business Phone Number

Name of Person (s) Responsible for petition if other than the applicant:

Name

Name

Street Address

City, State, Zip

Home Phone Number and Business Phone Number