



# VARIANCE

## Required for Application Process

1. A PRE-APPLICATION CONFERENCE shall be held prior to the submission of an APPLICATION to the Community Improvement Department.
2. Filing fee for a Variance - \$350.00 (one variance) Each additional variance request - \$100.00
3. Before the Planning and Zoning Board/City Commission can review the case the following must be submitted to the Community Improvement Department:
  - a. Completed Development Review application
  - b. Proof of ownership of the property: i.e. deed, title abstract
  - c. A sign and sealed survey within the past three years showing all existing improvements on the site.
  - d. A narrative addressing the following criteria as they relate to the request;
    1. The variance is in fact a variance as set forth within the Land Development Regulations and within the province of the board or commission based upon the opinion of the city manager or his designee;
    2. Special conditions or circumstances exist which are peculiar to the building, structure, or land for which the variance is sought and do not apply generally to buildings, structures, or lands in the same district;
    3. Strict application of the provisions of the Land Development Regulations would not permit the applicant reasonable use of the building; structure, or land;
    4. The peculiar conditions and circumstances existing are not the result of the actions of the applicant, the applicant's agent, or the applicant's predecessors in title;
    5. The variance proposed to be granted is the minimum variance that will make possible the reasonable use of the building, structure, or land;
    6. Owing to special conditions, a literal enforcement would result in unnecessary hardship. Special conditions to be considered pursuant to this section of the Land Development Regulations shall include, but not limited to, the following circumstances:
      - a. Redevelopment. If the proposed project involves the redevelopment or utilization of an existing developed or partially developed site.
      - b. Substandard lot(s). If the proposed project involves the utilization of an existing legal nonconforming lot(s).
      - c. Neighborhood character. If the proposed project promotes the established development pattern of a block face, including setbacks, building height, and other dimensional requirements.

- d. Public facilities. If the proposed project involves the development of public parks, public facilities or public utilities.
  - e. Architectural and/or engineering considerations. If the proposed project utilizes architectural and/or engineering features that would render the project more disaster resistant.
  7. The granting of the variance will be in harmony with the general purpose and intent of this chapter;
  8. The granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
4. A Site Plan must be submitted concurrent with the variance request. (See Site Plan Checklist for submittal requirements)
  5. If applicant cannot appear in person, a designated representative shall be present and a notarized letter so stating shall be submitted with the application.
  6. Applicants to the Board/Commission are required to notify neighbors within a 200-foot radius of their property. Notices will be prepared by the City for hand delivery or certificate of mailing delivery by the applicant. If hand delivered, a signature of the property owner and date of delivery is required. If notices are sent via certificate of delivery, the postal receipt shall be returned to the Community Improvement Department not less than 10 days prior to the date of the public hearing.

NOTE: Sufficient copies of the public notices for distribution shall be furnished by the Community Improvement Department.

7. The granted variance shall be valid for one year. Any request for an extension of time relating to a variance(s) must be in writing and received by the City Manager or designee at least three weeks prior to its expiration date in order for the request to be placed on the approving board's agenda.

**Treasure Island Community Improvement Department**  
**120 108<sup>th</sup> Avenue, Treasure Island, FL 33706**  
**727-547-4575 Ext 239**