



THE CITY OF DAYTONA BEACH

Board of Adjustment

VARIANCE APPLICATION

PURPOSE

The purpose of a Variance is to allow certain deviations from the dimensional standards in the City's Land Development Code (such as height, yard setback, lot coverage, or similar numerical standards) when the landowner demonstrates that, owing to special circumstances or conditions beyond the landowner's control (such as exceptional topographical conditions or the narrowness, shallowness, or shape of a specific parcel of land), a literal application of the standards would result in undue and unique hardship to the landowner and the deviation would not be contrary to the public interest. Variances are to be exercised only in rare instances, and under exceptional circumstances to relieve undue and unique hardships to the landowner. ***No change in permitted uses or maximum densities may be authorized by variance.***

APPLICATION SUBMITTALS MUST INCLUDE THE FOLLOWING DOCUMENTS:

- Pre-application Meeting** – Required prior to application submittal (Article 3, Section 3.4.V.3.a of the LDC).
- Development Review Application - Must include the following information:**
 - Name, address, parcel identification number, and phone number of the applicant and any agent authorized to process variance request.
 - *Project Description - Must include the Land Development Code article and section number subject to the variance.*
- Supplemental Application**
- Survey** - One signed and sealed survey of the property (***no more than 2 years old***). The survey must include site location, dimensions of all existing structure(s), and distances of structure from all lot lines; legal description(s), parcel identification number(s), rights-of-way, easements, bulkheads and bulkhead lines
- Site Plan** – One copy of the site plan (***to scale***) either 11" x 17" or 8½" X 14" complying with the Land Development Code regulations located in Appendix A.G
- Authorization of Owner** (If an agent signs the application, the notarized proof of authorization form provided by the City must be signed by the owner of the property).
- Proof of ownership** of the property that is the subject of the request, via documentation such as deed, tax bill, or property appraiser's documentation.
- Application fees:** Single-Family Residential \$300 (***per lot***) All Others \$450
After the Fact Double Fees Applicable Recording Fees
- Application submittals** must include one paper copy all of the documents listed above and one CD with all submittal documents in PDF format.
- ALL SUBMITTALS MUST BE RECEIVED BY 12:00 P.M. ON THE DEADLINE DATE AND FEES MUST BE PAID WHEN THE APPLICATION IS SUBMITTED.**

APPLICATION DEADLINE

The deadline to submit applications for the Board of Adjustment is **12:00 p.m.** on the deadline date. A copy of the deadline and meeting dates is attached.

The Permit & Licensing Division has five (5) business days from the date you submit your application to determine if it is complete and correct. If your application is found to be lacking any of the required information, or if the data and exhibits are inaccurate, it will not be considered "filed" for the purpose of processing, and will not be placed on the Board of Adjustment agenda until all of the required information and documentation is submitted.

BOARD OF ADJUSTMENT PUBLIC HEARING

The Board of Adjustment is a body consisting of eight members appointed by a majority vote of the City Commission, with the most recently appointed new member serving as an alternate. A public hearing is held the third Thursday of every month, at 1:00 p.m. in the City Commission Chambers, 301 S. Ridgewood Avenue, Daytona Beach. Following the public hearing and discussion of each application, the Board votes on the application. They may accept, modify, return or seek additional information. A variance is valid for twelve months from the approval date. No extensions shall be granted; however, a new application may be filed for the same or other relief following expiration, and shall be treated as a new application. An application will not be heard by the Board of Adjustment unless Public Notification requirements described above have been satisfied.

PUBLIC NOTIFICATION

1. No later than **10** days prior to the Board of Adjustment public hearing meeting, the applicant shall mail a letter of notification to all property owners within 150 feet of the request site. Letters must contain an explanation of the request, the legal description of the property; and time, date and place of the Board of Adjustment public hearing. A sample letter is contained in this packet. The names and addresses of property owners within 150 feet are to be obtained from the Volusia County Property Appraiser's Office, 250 North Beach Street, Daytona Beach, Florida, 386-254-4601. There is a fee.
2. An affidavit certifying compliance with these notification requirements and bearing the notarized signature of the applicant must be submitted to the Permit & Licensing Division no later than **10** days prior to the Board of Adjustment public hearing. A copy of the letter mailed to the property owners and the certified mail receipts must accompany the affidavit.
3. For further public notification, the Permit & Licensing Division will prepare a legal advertisement for publication in the local newspaper and posting placards for applicants post on the site.

2016 Board of Adjustment Meeting Schedule

Meeting Date	Day	Time	Location	Submittal Deadline
January 21, 2016	Thursday	1:00 PM	Commission Chambers	December 30, 2015
February 18, 2016	Thursday	1:00 PM	Commission Chambers	January 27, 2016
March 17, 2016	Thursday	1:00 PM	Commission Chambers	February 24, 2016
April 21, 2016	Thursday	1:00 PM	Commission Chambers	March 30, 2016
May 19, 2016	Thursday	1:00 PM	Commission Chambers	April 27, 2016
June 16, 2016	Thursday	1:00 PM	Commission Chambers	May 25, 2016
July 21, 2016	Thursday	1:00 PM	Commission Chambers	June 29, 2016
August 18, 2016	Thursday	1:00 PM	Commission Chambers	July 27, 2016
September 15, 2016	Thursday	1:00 PM	Commission Chambers	August 24, 2016
October 20, 2016	Thursday	1:00 PM	Commission Chambers	September 28, 2016
November 17, 2016	Thursday	1:00 PM	Commission Chambers	October 26, 2016
December 15, 2016	Thursday	1:00 PM	Commission Chambers	November 23, 2016



**THE CITY OF DAYTONA BEACH – 2016
DEVELOPMENT & ADMINISTRATIVE SERVICES
UNIFORM DEVELOPMENT REVIEW APPLICATION
<http://www.codb.us>**

Application submittals are due by
Thursday at noon and should be delivered to:
The City of Daytona Beach
Attn: Planning
301 South Ridgewood Avenue
Development Services, Room 240
Daytona Beach, FL 32114

A pre-application meeting with Staff may be required prior to submitting an application to discuss the project's feasibility, anticipated review track, submittal requirements, and procedures. This requirement can be found in Section 3.3.A of the LDC. Contact Dennis Mrozek, Principal Planner, at 386.671.8152 to schedule a pre-application meeting with the City's Technical Review Team (TRT). After initial contact with Staff, the Applicant may be advised to have further preliminary discussions with Staff.

TYPE OF REQUEST:

CITY FILE #:

Major Site Plan	<input checked="" type="checkbox"/>	Variance BOA	Rezoning
Minor Site Plan	<input type="checkbox"/>	LDC Text Amendment	Planned Development Rezoning
Special Use	<input type="checkbox"/>	Minor Preliminary Plat	Planned Development Amendment
Public Use	<input type="checkbox"/>	Major Preliminary Plat	Large Scale Comp Plan Amendment
Appeals	<input type="checkbox"/>	Final Plat	Small Scale Comp Plan Amendment
Annexation	<input type="checkbox"/>	ROW Vacation	Excess Boat Slip Allocation
Semipublic Use	<input type="checkbox"/>	Certificate of Appropriateness	Other (Please Describe):
Easement Vacation	<input type="checkbox"/>	Historic Overlay Amendment	
Redevelopment Areas	<input type="checkbox"/>	Balough Road	<input type="checkbox"/>
	<input type="checkbox"/>	Downtown	<input type="checkbox"/>
	<input type="checkbox"/>	South Atlantic	<input type="checkbox"/>
	<input type="checkbox"/>	Midtown	<input type="checkbox"/>
	<input type="checkbox"/>	Main Street	

SUMMARY OF APPLICATION REQUEST (PROJECT DESCRIPTION):

SITE & APPLICANT INFORMATION: All information must be completed

Project Name:					
Full 14 Digit Tax Parcel ID#:					
Street Address					
SITE INFORMATION:	Existing:	Proposed:	Abutting Property:		
Land Use:			N	S	E
Zoning:					
Gross Sq. Ft. Floor Area:					
Acres of Parcel(s):					

Property Owner (Provide Proof of Ownership)

Company/Contact Name:		Phone :	
Street Address:		E-mail:	
City & State:		Zip:	

Lead Designer, if any (Provide Owner Authorization Form)

Company/Contact Name:		Phone :	
Street Address:		E-mail:	
City & State:		Zip:	

Authorized Agent, if any (Provide Owner Authorization Form)

Company/Contact Name:		Phone :	
Street Address:		E-mail:	
City & State:		Zip:	

Applicant Signature:		DATE:
Print Name:		
<input type="checkbox"/>	Please verify you are using the most recent application available, found at www.codb.us under Planning Department, Application Forms	

SUPPLEMENTAL INFORMATION

The purpose of a Variance is to allow certain deviations from the dimensional standards in the City's Land Development Code (such as height, yard setback, lot coverage, or similar numerical standards) when the landowner demonstrates that, owing to special circumstances or conditions beyond the landowner's control (such as exceptional topographical conditions or the narrowness, shallowness, or shape of a specific parcel of land), a literal application of the standards would result in undue and unique hardship to the landowner and the deviation would not be contrary to the public interest. Variances are to be exercised only in rare instances, and under exceptional circumstances to relieve undue and unique hardships to the landowner. No change in permitted uses or maximum densities may be authorized by variance.

Article 3, Section 3.4(V) of the Land Development Code reads as follows:

- a. A Variance application shall be approved only on a finding there is competent substantial evidence in the record of the public hearing, that all of the following standards are met:
 - i. What extraordinary and exceptional conditions exist (such as topographic conditions, narrowness, shallowness, or the shape of the parcel of land) pertaining to the particular land or structure for which the Variance is sought, that do not generally apply to other lands or structures in the vicinity.

- ii. What extraordinary and exceptional conditions exist that are not the result of the actions of the property owner?

- III. Because of those extraordinary and exceptional conditions, the application of this Code to the land or structure for which the Variance is sought would effectively prohibit or unreasonably restrict the utilization of the land or structure and result in unnecessary and undue hardship.

- iv. The Variance would not confer any special privilege(s) on the property owner that is denied to other lands or structures that are similarly situated.

- v. Will the variance granted be the minimum variance that will make possible the reasonable use of the land, building or structure?

- vi. The Variance is in harmony with the general purpose and intent of this Code and preserves its spirit.

- vii. The Variance would not adversely affect the health or safety of persons residing or working in the neighborhood, be injurious to property or improvements in the neighborhood, or otherwise be detrimental to the public welfare.

- viii. The Variance is consistent with the Comprehensive Plan.

NOTARIZED AUTHORIZATION OF OWNER

I/We _____ as the sole or joint fee simple title
(owner's name)

holder(s) of the property described as: _____

(legal description or parcel number)

authorize _____ to act as my agent to seek a variance
(applicant's name)

on the above referenced property.

My application will be heard at a public hearing on _____,

20____, before the Board of Adjustment of the City of Daytona Beach, Florida.

OWNER'S SIGNATURE

OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by _____, who is personally known to me or has
produced _____.

NOTARY PUBLIC – STATE OF FLORIDA

NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # _____

NOTICE

MAIL NOTICE

To:

Dear Property Owner:

The owners of the property located at _____

_____, which is within 150 feet of your property, have made an appeal to the Board of Adjustment of the City of Daytona Beach for the following zoning variance(s) to **their** property. This request **only** affects their property. **It does not affect your property.** However, the applicant(s) is/are requested to notify you of their request:

A public hearing will be held at 1:00 p.m. on _____, 20____, in the Commission Chambers, City Hall, 301 South Ridgewood Avenue, Daytona Beach, Florida.

All interested parties will have the opportunity to be heard. Objectors and other interested persons should also be aware of their right to attend the meeting and to speak for or against the requested variance. They may use any documents, graphs, charts, photographs, etc., in making their presentation.

Board of Adjustment Liaison
386-671-8125

DO NOT MAIL NOTIFICATIONS UNTIL APPLICATION HAS BEEN APPROVED!

**PUBLIC NOTICE REQUIREMENTS
CITY OF DAYTONA BEACH, FLORIDA**

I, the undersigned, hereby certify that I have mailed to the following named property owners whose property is within 150 feet of that property which is the subject of an application for a public hearing pursuant to the Zoning Ordinance of the City of Daytona Beach, Florida, a notice containing the time, date, and purpose of the public hearing and address of the subject property. **The notices were sent at least ten (10) days prior to the meeting date. A copy of the letters is attached.**

This form and one copy of the letter must be received no later than ten (10) days prior to the public hearing.

The Volusia County Property Appraiser's Office will provide a certified copy of the mail list. This must also accompany this affidavit.

Case Number _____ Public Hearing Date _____

Typed/Printed Name _____

Signature (sign after reading) _____

Address _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or has produced _____.

NOTARY PUBLIC – STATE OF FLORIDA

NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # _____