

**VARIANCE APPLICATION
(Subdivision Regulations)
Levy County, Florida**

Filing Date: _____ Petition Number: SVA
 Fee: \$350.00 Validation No. _____

TO THE LEVY COUNTY BOARD OF COUNTY COMMISSIONERS

In the event that the enforcement of any of the provisions of this ordinance would be impracticable or would work an undue hardship upon any person or persons, following a report by the Plat Review Committee on the nature of the hardship, the Commission may waive any of the provisions of this ordinance and said waiver shall not be deemed a continuing waiver of said provisions, nor shall said waiver abrogate or impair the effectiveness of said provisions. **[Source: Levy County Code of Ordinances, Section 50-55)**

This application is hereby made to the County Commission of Levy County, Florida pursuant to the provisions of Chapter 163, Florida Statutes, the adopted Levy County Comprehensive Plan and the Levy County Subdivision Ordinance petitioning for a Variance on the following described property:

1. Applicant and Surveyor (agent) information: Please print unless otherwise specified.

Ownership: _____
 Name Address

 City Zip Code Phone #

Surveyor: _____
 Name Address

 City Zip Code Phone #

2. Type of Request:

Article No. and Division	Section	Subsection
Description of Variance _____		

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3. PARCEL INFORMATION:

Parcel Number (s)	Section/Township/Range	Acreage
a. _____	_____	_____
b. _____	_____	_____
Total Acreage:		_____

Subdivision Name, Lot, Block (if applicable): _____

4. **TO BE SUPPLIED AT THE TIME OF SUBMISSION:** Attach the items in the order listed below. The application will not be processed without these items. Any information changes must be submitted in writing to the Development Department and received one week prior to the Board of County Commissioners Public Hearing.

*** Upon completion of the above application, **please submit the original and 20 copies** each of the supporting documents to the Levy County Development Department, 622 East Hathaway Avenue, Bronson, Florida, for processing.

Required supporting documents to be attached with the application:

- Property Deed:** The most recent one pertaining to the proposed amendment property; obtained from the Clerk of Circuit Court's Office.

- Location map** Must identify subject parcel with either a color or pattern.

- Preliminary Plat**

5. **In order for a Variance to be approved, the Board of County Commissioners must find that the following items are true: (for use by the Commission)**

a. **Special conditions exist peculiar to the land;**
yes no

b. **That the special conditions and circumstances do not result from the actions of the applicant;**
yes no

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6. COMPREHENSIVE PLAN: The proposed use must be compatible with the Comprehensive Plan.

7. APPLICATION INSTRUCTIONS:

(a) An application for a Variance must be accompanied by a fee of \$350.00. Please note, the application fee may be subject to change. **The application will not be processed for a Public Hearing until staff has reviewed the application and found it complete.**

(b) If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. **Owner's authorization is required at the time this application is submitted.**

(c) All required documentation and submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.

(d) The Variance applications are processed once a month. **Applications received by the first day of the month** will tentatively be scheduled, advertised and presented at a public hearing the following month. **Applications received after the first of the month will not be scheduled for the following month.**

(e) Applications may be submitted as follows:

In Person: Levy County Zoning Department, located on Alternate 27 (622 East Hathaway Avenue), within the Levy County Building and Zoning Office.

By Mail: Levy County Zoning Department, Levy County Courthouse, Post Office Box 672 Bronson, Florida, 32621.

(f) This office will prepare the poster and place it on the property involved in this request.

(g) Abutting property owners will be notified by mail of the request. "Abutting property" is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300' (three hundred feet) of the subject property lines including, immediately across any road or public right-of-way for said property.

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(h) It is highly advised that the applicant or representative be present at the Public Hearing by the Planning Commission and Board of County Commissioners. The Commission, at its discretion, may defer action, or take decisive action on any application, regardless of attendance by the applicant, owner or representative thereof.

Additional Assistance: If you require further information, please contact the Levy County Zoning Department at (352) 486-5203 or visit the above address in person.

VIII. CERTIFICATION

The undersigned has read and understands the application, and has received, read and understands the submittal requirements. It is agreed and understood that the undersigned will be held responsible for the accuracy of the application and information submitted. The undersigned hereby attests to the fact that the parcel number (s) and legal description (s) provided is/are the true and proper identification of the area of which the petition is being submitted. Signatures of all owners or their agents are required on this form. Signatures by other than the owner (s) will be accepted only with notarized proof of authorization by the owner (s).

Owner of Record

Owner of Record

Name: _____ Name: _____

Address: _____ Address: _____

Phone No. _____ Phone No. _____

No person submitting an application may rely upon any comment concerning the proposed variance, or any expression of any nature about the proposal made by any participant, at the pre-application conference as a representation or implication that the proposal will be ultimately approved or rejected in any form. To meet with staff to discuss the proposal, please call (352) 486-5203 for an appointment.

OWNER VERIFICATION

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner of the above described property.

Date

Owner Signature

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STATE OF FLORIDA
COUNTY OF _____

Sworn to and scribed before me this ____ Day of _____ 20 ____, by (name)

Personally known ____ Identification Expiration Date _____

Signature - Notary Public

My Commission Expires: _____

AGENT VERIFICATION (if applicable)

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the authorized agent of the above described property.

Date Authorized Agent Signature (if applicable)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and scribed before me this ____ Day of _____ 20 ____, by (name)

Personally known ____ Identification Expiration Date _____

Signature - Notary Public

My Commission Expires: _____

<p>FOR OFFICE USE ONLY:</p> <p>Board of County Commissioners Public Hearing Date: _____</p> <p>Board of County Commissioners Action: Approval <input type="checkbox"/> Denial <input type="checkbox"/></p> <p>Notes, Instructions and Comments:</p> <p>_____</p> <p>_____</p>
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