



Variance Application

155.2420. VARIANCE

(Below is a summary of Section 155.2420. For the complete language, please refer to the Zoning Code)
No change in permitted uses or increases in maximum allowable density may be authorized by variance.

REVIEW STANDARDS (Each standard MUST be addressed in writing)

A Variance application shall be approved only on a finding that there is competent substantial evidence in the record that all of the following standards are met:

- a. There are extraordinary and exceptional conditions (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;
- b. The extraordinary and exceptional conditions referred to in paragraph a., above, are not the result of the actions of the landowner;
- c. Because of the extraordinary and exceptional conditions referred to in paragraph a., above, 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;
- d. The Variance would not confer any special privilege on the landowner that is denied to other lands or structures that are similarly situated.
- e. The extent of the Variance is the minimum necessary to allow a reasonable use of the land or structure;
- f. The Variance is in harmony with the general purpose and intent of this Code and preserves its spirit;
- g. 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; and
- h. The Variance is consistent with the comprehensive plan.

PROCEDURE

1. Pre-Application conference with Principal Planner.
Applicant must make an appointment with Principal Planner to submit application at least 48 hours (2 business days) prior to deadline for filing by calling (954) 786-4640.
2. Recommendation by the Development Service Director.
3. Final decision by the ZBA, following a quasi-judicial public hearing.

APPLICATION CHECKLIST

The following copies shall be submitted to the Principal Planner.		
<ul style="list-style-type: none"> • One (1) Original Copy • One (1) Digital Copy in PDF, unless indicated otherwise • Ten (10) Copies 		
<input type="checkbox"/>	Application Fee as established by resolution of the City Commission (<i>no copies required</i>)	
<input type="checkbox"/>	Completed application with original signatures.	
<input type="checkbox"/>	Proof of ownership (owner's certificate form must be completed by owner).	
<input type="checkbox"/>	Legal description (Digital copy in WORD)	
<input type="checkbox"/>	Written Narrative with list of each Variance and point-by-point response to each Review Standards/ Narratives must be on letterhead, dated, and with author indicated. (Digital copy in WORD)	
<input type="checkbox"/>	Current survey. <i>Surveys to be recent and must show all improvements on the property</i>	
<input type="checkbox"/>	Conceptual Site Plan demonstrating requested Variance.	
<input type="checkbox"/>	(Optional) Documents, photographs, and other evidence	
<input type="checkbox"/>	<i>Only for Applications for Variance(s) from Chapter 151. Beaches and Waterways</i>	Nine (9) additional copies of above items (total of 19 copies) One (1) copy of any submerged land lease, if existing, complete with all addendums (<i>if applicable</i>) One (1) copy of Letter of explanation from Code Enforcement (<i>if applicable</i>) One (1) copy of immediate neighbors letters/comments about this Variance (<i>if applicable</i>)



City of Pompano Beach
 Department of Development Services
 Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4634 **Fax:** 954.786.4666

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STREET ADDRESS		Zoning District	
Subdivision		Block	Lot
Representative or Agent's interest in property (Owner, Lessee, Etc)			
Has any previous application(s) been filed?		Yes _____ No _____	
If Yes, give date of hearing and finding			

Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable)	Business Name (if applicable)
Print Name and Title	Print Name and Title
Signature	Signature
Date	Date
Street Address	Street Address
Mailing Address City/ State/ Zip	Mailing Address City/ State/ Zip
Phone Number	Phone Number
Email	Email
Indicate your preferred medium to receive agendas and notifications: ___ Mail ___ E-Mail	Indicate your preferred medium to receive agendas and notifications: ___ Mail ___ E-Mail



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OWNER'S CERTIFICATE

This is to certify that I am the owner of the subject lands described in this application and that I have authorized the filing of the aforesaid application. I further certify that this request is not related to any existing violation of the zoning code.

Note: If this request is related to an existing zoning violation, please submit documentation as to the Special Master's disposition of the matter.

Owner's Name: _____
(Print or Type)

Address: _____

(Zip Code)

Phone: _____

Email address: _____

(Signature of Owner or Authorized Official)

SWORN AND SUBSCRIBED before me this _____ day of _____, _____.

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or Type as Commissioned.)

- Personally know to me, or
- Produced identification: _____
(Type of Identification Produced)

**DEVELOPMENT REVIEW
MEETING DEADLINES & DATES FOR 2013**

DRC 1 st & 3 rd Wednesday of the Month 9 AM City Commission Conference		AAC 2 nd Thursday of the Month 4 PM City Commission Conference		P&Z 4 th Wednesday of the Month 7 PM City Commission Chambers		ZBA 3 rd Thursday of the Month 6 PM City Commission Chambers		
DRC DEADLINE	DRC MEETING	AAC DEADLINE	AAC MEETING	SP. EX. DEADLINE (requires 2 Boards P&Z + ZBA)	P&Z DEADLINE	P&Z MEETING	ZBA DEADLINE	ZBA MEETING
Dec 5	Jan 2	Dec 14	Jan 10	Dec 18*	Dec 27	Jan 23	Dec 20*	Jan 17
Dec 19	Jan 16		Jan 10			Feb 27		Feb 21
Jan 14	Feb 6	Jan 18	Feb 14	Jan 28*	Feb 4	Feb 27	Jan 29*	
Jan 24	Feb 20				Mar 5	Mar 27		Mar 21
Feb 13	Mar 6	Feb 20	Mar 14	Feb 26*			Feb 27*	
Feb 28	Mar 20							
Mar 12	April 3	Mar 20	Apr 11	Mar 26*	April 2	April 24	Mar 27*	April 18
Mar 20	April 17							
April 9	May 1	April 17	May 9	April 23*	April 30	May 22	April 24*	May 16
April 23	May 15							
May 13	June 5	May 21	June 13	May 28*	June 4	June 26	May 29*	June 20
May 28	June 19							
June 11	July 3	June 18	July 11	June 24*	July 1	July 24	June 25*	July 18
June 24	July 17							
July 10	Aug 7	No meeting	No meeting	No meeting	No meeting	No meeting	No meeting	No meeting
July 24	Aug 21							
Aug 12	Sept 4	Aug 20	Sept 12	Aug 26*	Sept 3	Sept 25	Aug 27*	Sept 19
Aug 26	Sept 18							
Sept 10	Oct 2	Sept 18	Oct 10	Sept 24*	Oct 1	Oct 23	Sept 25*	Oct 17
Sept 24	Oct 16							
Oct 15	Nov 6	Oct 22	Nov 14	Oct 21*	Oct 28	Nov 20**	Oct 29*	Nov 21
Oct 28	Nov 20							
Nov 7	Dec 4	Nov 18	Dec 12	Nov 15*	Nov 22	Dec 18**	Nov 25*	Dec 19
Nov 22	Dec 18							

ALL DEADLINES AND DATES SUBJECT TO CHANGE

EFFECTIVE DATE: 9/6/2012

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*Must meet with planner two (2) business days prior to deadline

**Meeting dates & deadlines may be changed up to 3 months by the appropriate board.