



**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**ZONING VARIANCE**

**PROPERTY INFORMATION**

Date: \_\_\_\_\_ Permit Number Assigned: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Folio \_\_\_\_\_

Subdivision \_\_\_\_\_

Zoning District: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax \_\_\_\_\_

Owner/Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax \_\_\_\_\_

**\*Letter required from Owner if represented by Agent.**

Signature of Applicant/Owner: \_\_\_\_\_

Print Name of Applicant/Owner: \_\_\_\_\_

Notary: \_\_\_\_\_

My Commission expires : \_\_\_\_\_

# VARIANCE REQUIREMENTS

Code Section from which Variance is sought: \_\_\_\_\_

Description of your request: \_\_\_\_\_

Describe the existing special conditions and circumstances affecting the land, structure or building involved preventing the reasonable use of said land, structure, or building:

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Describe the circumstances, which cause the hardship to be peculiar to the property or to such a small number of properties that they clearly constitute marked exception to other properties in the district: \_\_\_\_\_

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Describe why the literal interpretation of the provisions of the applicable would deprive the applicant of a substantial property right that is enjoyed by other property owners in the same district. It is of no importance whatever that the denial of the variance might deny to the property use in a more profitable way or to sell it at a greater profit than is possible under the terms of the regulations: \_\_\_\_\_

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Explain why the hardship is not self-created or the result of mere disregard for, or ignorance of, the provisions of the regulations: \_\_\_\_\_

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Describe how the variance is the minimum variance that will make possible the reasonable use of the property and that the variance will be in harmony with the general purposes and intent of the applicable zoning regulations and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

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**Supply copies of the following:**

Two (2) Sealed Surveys of the entire property, completed within sixty (60) days of the date this application is filed. The survey must clearly identify and indicate distances between all structures, property lines, setbacks, easements, and adjacent rights of way.

Seventeen (17) copies of a Site Plan under Seal of a Florida licensed Architect or Engineer, which clearly depicts the proposed improvements, which necessitates the variance in relation to the above-delineated elements for survey. For single-family and duplex properties the site plan drawn to scale, which depict the proposed improvements, which necessitates the variance, does not need to be sealed.

In addition, the Applicant must complete the application submission checklist form that is attached.

**To be completed by Town**

Date Application submitted: \_\_\_\_\_

Date Application found complete: \_\_\_\_\_

Pre-Application meeting date: \_\_\_\_\_

Board of Adjustment meeting date: \_\_\_\_\_

Town Commission meeting date: \_\_\_\_\_

Zoning Code Variance Fee Amount:

Single Family \$350.00 (Resolution 2008-03) \_\_\_\_\_

All other Variance submissions \$350.00 \_\_\_\_\_

Minimum Deposit for Consultant(s) \$500.00 \_\_\_\_\_

**TOWN OFF-SITE CONSULTANT FEE ( if applicable)**

**NOTE: The Town Code provides for cost recovery of outside consultants, legal advertising costs, direct mail notice costs, etc. and depending on the scale of the project, additional fees may be incurred. Therefore, the above fees reflect a \$500 deposit for third party fees. Any unused portion of the \$500 deposit will be refunded to the Applicant.**

**Application Submittal Checklist – Variance (Single Family Homes)**

NOTE: The Applicant must complete the portion below in order for the application and plans to be accepted.

**General Requirements**

( ) Application submitted prior to noon with Application fee in the amount of **\$350.00 plus a deposit fee of \$500.00** for third party plan review fees. Any unused portion of the \$500.00 deposit will be refunded. **Total due \$850.00**

Note: Make check payable to Town of Lauderdale-By-The-Sea.

- ( ) Sheet size of plans cannot exceed 24" X 36"
- ( ) Plan sets must be bound, stapled, and folded into a size no larger than 8 ½" X 11"
- ( ) Two (2) set of all plan sheets reduced to 8 1/2" X 14"
- ( ) All other required documents must be stapled, bound or in a folder, not larger than 8 ½" X 11"

**One (1) copy of the following:**

- ( ) Completed application
- ( ) Proof of ownership
- ( ) Property owner's signature and agent letter if applicable

**Two (2) site plan sets drawn to scale depicting proposed improvements AND seventeen (17) copy sets in the following order:**

- ( ) Cover Sheet for plan package describing project details
- ( ) Three (3) copies of current survey of property completed within sixty (60) days of the date the application is filed.
- ( ) Plans as specified to include but not limited to
  - ( ) A. Site Plan
  - ( ) B. Building Elevations ( if applicable )
  - ( ) C. Additional Renderings ( if applicable )
  - ( ) D. Landscape Plans ( if applicable )

**I acknowledge that the Required Documentation and Technical Specifications of the application are met:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For Department Staff use only:**

**Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Tech. Specs Reviewed by:** \_\_\_\_\_

**Permit Number assigned:** \_\_\_\_\_

**Application Submittal Checklist – Variance – \*Other than single family homes**

NOTE: The project Architect or Engineer must complete the portion below in order for the application and plans to be accepted.

**General Requirements**

Application submitted prior to noon with Application fee in the amount of **\$350.00 plus a deposit fee of \$500.00** for third party plan review fees. Any unused portion of the \$500.00 deposit will be refunded. **Total due \$850.00.**

Note: Make check payable to Town of Lauderdale-By-The-Sea.

- Sheet size of plans cannot exceed 24" X 36"
- Plan sets must be bound, stapled, and folded into a size no larger than 8 1/2" X 11"
- Two (2) set of all plan sheets reduced to 8 1/2" X 14"
- All other required documents must be stapled, bound or in a folder, not larger than 8 1/2" X 11"
- Copy sets are provided in color if original signed and sealed set is in color.

**One (1) copy of the following:**

- Completed application
- Proof of ownership
- Property owner's signature and agent letter
- Traffic Study if applicable
- Color photographs of the entire property and all surrounding properties. All photographs are required to be dated and labeled and identified as to the orientation.
- Model replica if applicable

**Two (2) original signed and sealed set AND seventeen (17) copy sets in the following order:**

- Cover Sheet for plan package describing project details
- Three (3) copies of current survey of property completed within sixty (60) days of the date the application is filed.
- Most current recorded plat including amendments
- Plans as specified to include but not limited to
  - A. Site Plan
  - B. Details
  - C. Floor Plans
  - D. Building Elevations
  - E. Additional Renderings
  - F. Landscape Plans

**I acknowledge that the Required Documentation and Technical Specifications of the application are met:**

Print Name: \_\_\_\_\_

PE / A1A Seal

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**For Department Staff use only:**

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Tech. Specs  
Reviewed by: \_\_\_\_\_

Permit Number assigned: \_\_\_\_\_