



## ADMINISTRATIVE VARIANCE

### WHAT IS AN ADMINISTRATIVE VARIANCE?

An administrative variance allows the Planning & Development Services Director to authorize a modification to limited portions of the Land Development Code (LDC) without the need for a public hearing before the Zoning Board of Adjustments. **Note: Please be advised, any opposition to an administrative variance could result in denial of the applicant's request.**

### ELIGIBILITY

The following items are eligible for an administrative variance:

- Reduction of required setbacks:
  - Front (10' Maximum)
  - Side (5' Maximum)
  - Rear (5' Maximum)
  - Waterfront (5' Maximum) subject to the requirements of LDC Section 6.03.

**Note: If the parcel has received a variance in the past, the previous setback reduction and proposed setback reduction may not exceed the aforementioned maximums.**
- Fence
  - Presentation: Where, there is an existing fence, wall or continuous landscape hedge, or other circumstance on the abutting parcel making construction and maintenance difficult or impossible, this provision may be administratively waived by the Director upon written request.
  - Height: Extend up to an additional 2'.
- Landscaping
  - Existing natural vegetation of sufficient height and density may be counted towards screening requirements.
  - Conditions in place on the property prior to the effective date of the LDC which prevent compliance with the buffering and screening requirements may be relaxed.

**Note: Subject to interpretation by the Director or designee.**
- Lighting Standards
  - The lighting requirements in LDC Section 7 may be modified by administrative variance provided that the applicant establishes such an increase meets the standards specified in LDC 7.09.01.c.
- Parking & Loading Requirements
  - Parking requirements can be reduced depending on particular circumstances outlined in LDC Section 7. Please review LDC Section 7 to see if you are eligible.



## Planning & Development Services

P.O. Box 1486, Palatka, FL 32178

Phone: 386-329-0491

Fax: 386-329-1213

### THE PROCESS

1. The applicant shall submit in the following required items:
  - a. Complete, signed & notarized application
  - b. Application Fee \$150
  - c. Recorded Deed
  - d. Site Plan
  
2. Within 5 business days of receiving a sufficient application, staff will issue written notices of the requested administrative variance to all adjacent landowners.
  - a. The notice shall be sent via certified U.S. mail at least thirty (30) days prior to making a final decision, and
  - b. The notice shall advise the abutting landowners of the date of determination and that valid objections or concerns with the proposed administrative variance must be submitted in writing prior the determination date.
  
3. Staff may conduct at least one site visit to the parcel that is the subject of the application, and post a notice on the property at least 15 days prior to the final determination on the administrative variance. **Submittal of a completed application represents express permission for Staff to enter onto the property to conduct a site visit. Site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday). Denial or refusal to grant such access shall be grounds rejecting the application.**
  
4. If staff receives one or more valid written objections based on section 9.04.03, Issuance Criteria, of the LDC, the administrative variance may be denied. The applicant will then have the option to submit an application for a variance to be heard before the Zoning Board of Adjustments. Before applying for a variance, please call planning staff at 386-329-0491 to schedule a pre-application meeting.



## Administrative Variance Application

1. Applicant's Name(s): \_\_\_\_\_

2. Contact Phone: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. Parcel ID number(s): \_\_\_\_\_

5. 911 Address: \_\_\_\_\_

6. Type of Administrative Variance

Setback Reduction (Reduction request(s) cannot exceed maximums identified on page 1)

Front: from \_\_\_\_\_ to \_\_\_\_\_ (10' Maximum)

Side: from \_\_\_\_\_ to \_\_\_\_\_ (5' Maximum)

Rear: from \_\_\_\_\_ to \_\_\_\_\_ (5' Maximum)

Waterfront: from \_\_\_\_\_ to \_\_\_\_\_ (5' Maximum)

Fence

Presentation Waiver

Height Extension \_\_\_\_\_ (2' Maximum)

Screening & Buffering Requirements

Lighting Standards

Parking Requirements

7. Statement of eligibility for proposed administrative variance (Required): \_\_\_\_\_

\_\_\_\_\_

8. The proposed administrative variance is found to be in the public interest and where, owing to condition peculiar to the property, a literal enforcement of the Land Development Code will result in unnecessary and undue hardship on the landowner. Please state the applicants hardship: \_\_\_\_\_

\_\_\_\_\_



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10. Signature(s) of Property Owner(s):

Telephone Number(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_



\_\_\_\_\_  
Signature of Notary

Personally Known/ID Produced  
Type of ID Produced \_\_\_\_\_

## Office Use Only

### **Application Received**

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

### **Sufficiency Review**

- Complete, signed & notarized application \_\_\_\_\_
- Application Fee \$ \_\_\_\_\_
- Recorded Deed \_\_\_\_\_
- Site Plan \_\_\_\_\_

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

### **Site Visit (If necessary)**

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

### **Notification (Letter to Neighbors)**

Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Decision:** Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature: \_\_\_\_\_