



APPLICATION FOR VARIANCE

FLAGLER COUNTY, FLORIDA
1769 E. Moody Boulevard, #2
Bunnell, FL 32110
Telephone: (386) 313-4009

Application/Project #: _____

SITE DATA INFORMATION

Property Owner Name: _____
(MUST MATCH NAME LISTED ON RECORDED DEED)

Agent/Applicant Name: _____

SUBJECT PROPERTY INFO	SITE LOCATION (<i>street address</i>):		
	LEGAL DESCRIPTION: (<i>briefly describe, do not use "see attached"</i>)		
	PARCEL NUMBER:		
	PARCEL SIZE:		
	CURRENT ZONING CLASSIFICATION:		
	CURRENT FUTURE LAND USE DEDISGNATION:		
	IS THE PROPERTY SUBJECT TO THE A1A SCENIC CORRIDOR IDO?	YES	NO

Relief Requested: _____

Signature of Owner(s) or Agent/Applicant
If Owner Authorization form attached

Date



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INTERNAL CONTACT SHEET

OWNER CONTACT INFORMATION:	Name(s):		
	Email:		
	Phone Number:		
	Mailing Address:		
	City:	State:	Zip:

APPLICANT OR AGENT INFORMATION:	Name(s):		
	Email:		
	Phone Number:		
	Mailing Address:		
	City:	State:	Zip:



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Fees – Ord. 2008-31

Payable for Flagler County BOCC via Check or online through the application portal.

Application Fee: \$345

Notification Fee: \$50

Application Process – Please read carefully.

This application and all required attachments should be submitted to the Flagler County Planning and Zoning Department, or through the online portal [here](#). Failure to submit a fully completed application package will result in delay of application review.

1. Owners/Applicants will be notified via email to attend the next available Technical Review Committee (TRC) meeting. Application review comments will be provided beforehand. This is an opportunity for applicants to discuss their application with various department staff.
2. Should the Technical Review Committee determine the application meets the minimum requirements of the Land Development Code, applicants will be notified of the next available Planning and Development Board meeting for their public hearing.
 - a. Attendance at the public hearing is mandatory
 - b. Owners of property within 300 feet of the subject property will be notified by mail
 - c. Notice of the Public Hearing sign will be posted on the property and must be left up until after the hearing
 - d. **NOTE:** Variances are quasi-judicial processes. It is improper to speak to Planning and Development Board members about the application outside of the hearing.
3. If the application is approved, Staff will provide a Development Order with any conditions imposed by the Planning and Development Board. There is a 30-day appeal period after the signing of the Development Order by the Planning and Development Board Chair.

NOTE: Pursuant to Section 286.0105 of Florida Statutes, the Flagler County Planning Board hereby notifies all interested persons that if a person decides to appeal any decision made by the Planning Board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

By signing below, I acknowledge that I have fully read and understand the Application Process.

Signature of Owner(s) or Applicant/Agent
if Owner Authorization form attached

Date

Requires Attachment for Variance Application:

1. Copy of Owner(s) recorded Warranty Deed;
2. Application fee of \$345 plus postage and \$50 for Notification of Public Hearing sign;
3. Complete application and site plan meeting all requirements of the Flagler County Land Development Code.



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Variance Guidelines – LDC Sec. 3.07.03.E

A narrative response must be provided for the following four (4) Variance Guidelines.

This is the basis upon which the Planning and Development Board makes its determination.

A variance may be granted from the terms and provisions of this article where, owing to special conditions relating to the property, a literal enforcement of the provisions of this article will, in an individual case, result in unnecessary hardship. Variances may be granted by the Planning and Development Board in such an individual case of unnecessary hardship upon a written finding based on competent, substantial evidence in the official record that:

1. There are extraordinary and exceptional conditions pertaining to particular piece of property in question because of its size, shape, topography or other unique features that, when considered in whole or part, created an unnecessary hardship

2. Such conditions were not created by the affirmative actions of the applicant and the applicant has acted at all times in good faith

3. The variance, if granted, would not cause substantial detriment to the public health, welfare, safety, and morals of the community or impair the purpose and intent of this article



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4. No variance may be granted for a use of land or building that is not permitted by this article

Additionally, a variance, if granted, shall be the minimum relief necessary to alleviate the hardship. For purposes of this section, an unnecessary hardship shall mean that without the granting of the variance the owner will be deprived of all reasonable use of the property as allowed in the zoning district.
