Reduced Setback or Increased FAR Request  
(NT & NS Zoning Districts)  

Application No. __________________

List of Required Submittals  
Only complete applications will be accepted:

- Completed application and narrative
- Pre-application Meeting Notes (provided by staff at required pre-application meeting)
- Affidavit to Authorize Agent, if Agent signs application
- Application fee payment  
  (See fee schedule on Application)

- 2 copies of Site Plan or Survey of the subject property:  
  - To scale on 8.5” x 11” or 11” x 17” paper  
  - North arrow  
  - Setbacks of structures to the property lines  
  - Dimensions and exact locations of all property lines, structures, parking spaces, and landscaping

- 2 copies of Floor Plans:  
  - To scale on 8.5” paper  
  - Locations of all doorways, windows and walls (interior and exterior)  
  - Dimensions and area of each room

- 2 copies of Elevation Drawings:  
  - On 8.5” x 11”, 8.5” x 14”, or 11” x 17” paper  
  - Depicts all sides of existing & proposed structure(s)

- PDF of all above items (may be emailed to Staff Planner)
- Setback or FAR data of the subject block

The following items are optional, but strongly suggested:
- Photographs of the subject property and structure(s)

A Pre-Application Meeting is Required Prior to Submittal.  
To schedule, please call (727) 893-7471.
All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg’s Development Review Services Division, located on the 1st floor of the Municipal Services Building, One Fourth Street North.

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>NAME of APPLICANT (Property Owner):</th>
<th></th>
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<tbody>
<tr>
<td>Street Address:</td>
<td>--</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>--</td>
</tr>
<tr>
<td>Telephone No:</td>
<td>Email Address:</td>
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<table>
<thead>
<tr>
<th>NAME of AGENT or REPRESENTATIVE:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>--</td>
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### PROPERTY INFORMATION:

<table>
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<tr>
<th>Street Address or General Location:</th>
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<tbody>
<tr>
<td>Parcel ID#(s):</td>
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### DESCRIPTION OF REQUEST:

<table>
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<tr>
<th>SETBACKS REQUESTED:</th>
<th>STOOP:</th>
<th>PORCH:</th>
<th>PRINCIPAL STRUCTURE:</th>
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Or F.A.R. REQUESTED:

<table>
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<tr>
<th>PRE-APPLICATION DATE:</th>
<th>PLANNER:</th>
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### FEE SCHEDULE

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<tr>
<th>Zoning Letter</th>
<th>$40.00</th>
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Cash, credit, checks made payable to “City of St. Petersburg”

### AUTHORIZATION

City Staff and the designated Commission may visit the subject property during review of the requested variance. Any Code violations on the property that are noted during the inspections will be referred to the City’s Codes Compliance Assistance Department.

The applicant, by filing this application, agrees he or she will comply with the decision(s) regarding this application and conform to all conditions of approval. The applicant’s signature confirms that all information contained within this application has been completed, and that the applicant understands that processing this application may involve substantial time and expense. Filing an application does not guarantee approval, and denial or withdrawal of an application does not result in remittance of the application fee.

**NOTE: IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.**

Signature of Owner / Agent*: __________________________ Date: ______________

Printed Name

*Affidavit to Authorize Agent required, if signed by Agent.
I am (we are) the owner(s) and record title holder(s) of the property noted herein

Property Owner’s Name: __________________________________________________________

This property constitutes the property for which the following request is made

Property Address: ______________________________________________________________
Parcel ID No.: _________________________________________________________________
Request: ________________________________________________________________

The undersigned has(have) appointed and does(do) appoint the following agent(s) to execute any application(s) or other documentation necessary to effectuate such application(s)

Agent’s Name(s): ______________________________________________________________

This affidavit has been executed to induce the City of St. Petersburg, Florida, to consider and act on the above described property.

I(we), the undersigned authority, hereby certify that the foregoing is true and correct.

Signature (owner): ____________________________ Printed Name

Sworn to and subscribed on this date

Identification or personally known: ______________________________________________

Notary Signature: ____________________________ Date: ____________________________
Commission Expiration (Stamp or date): _________________________________________
Pre-application Meeting
All applicants are required to schedule a pre-application meeting. Meetings may be held via telecom. If an application is submitted without a pre-application meeting, and the application is deemed to be incomplete or incorrect, the application may be delayed. Please contact staff to schedule: 727-892-7471.

Process
Reduced Setback or Increased FAR requests are reviewed administratively by staff. Staff may determine that the application does not comply with the standards for review and require a Variance application in lieu of the Reduced Setback or Increased FAR application.

Standards for Approval per Section 16.20.010.10 and 16.30.010.10
There are building setback and FAR characteristics of existing neighborhoods related to front yard setbacks, FAR, and alignment of buildings along the block face. Minimum yard setback and FAR characteristics of neighborhoods may differ from the requirements of this district. The POD may approve, without a variance, residential development that meets these setback and FAR characteristics. Approval shall be based on the following:

1. Front yard setbacks will be based on predominant building setbacks established in the block in which the development is proposed.
2. FAR will be based on predominant building FAR established in the block in which the development is proposed based on the Property Appraisers Records.
3. Predominant shall mean equal to or greater than 50%.
4. These are administrative approvals appealable only by the property owner.

Staff will provide the applicant with a spreadsheet template to provide data on setbacks or FAR for staff review at the pre-application meeting.

Application Submittal
Only complete applications will be accepted. Complete applications must be filed by 2:00 p.m. on the application deadline date.

Approvals
If approved, permits, inspections, business taxes, and certificates of occupancy are required, when applicable. All conditions of approval must be completed and approved by the date specified in the report. Failure to satisfy these requirements will invalidate the approval of the request. Approval of a request by the Commission or POD (person officially designated) does not grant or imply other variances from the City Code, FEMA regulations, or other applicable codes. Applicants are advised to contact the Construction Services and Permitting Division at (727) 893-7231 to determine if any other regulations may affect a given proposal.