Design Variance Request

Application No. ________________

List of Required Submittals

Only complete applications will be accepted:

☐ Completed application and narrative
☐ Pre-application Meeting Notes
☐ Affidavit to Authorize Agent, if Agent signs application
☐ Application fee payment
   (See fee schedule on Application)
☐ Public Participation Report
☐ 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, trees 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)
☐ Samples or a detailed brochure for new materials to be used
☐ PDF of all above items (may be emailed to Staff Planner)
☐ Variance and Architectural Design Narrative
☐ Neighborhood Worksheet
☐ Photographs of the subject property and structure(s)

A Pre-Application Meeting is Required Prior to Submittal.
To schedule, please call (727) 892-5498.

Completeness review by city staff: ________________
Meeting Date:_____________________________ Zoning District___________________________

Address/Location: _______________________________________________________________

Type of Application: ______________________________________________________________

Staff Planner: ___________________________________________________________________

Attendees: _____________________________________________________________________
  ______________________________________________________________________________

Neighborhood Association(s) & Contact Info: _________________________________________
  ______________________________________________________________________________

Request:_________________________________________________________________________

Notes:___________________________________________________________________________
  ______________________________________________________________________________
  ______________________________________________________________________________
  ______________________________________________________________________________
  ______________________________________________________________________________
  ______________________________________________________________________________
  ______________________________________________________________________________
Design Variance Request

Application No. _____________

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 4th Street North.

GENERAL INFORMATION

NAME of APPLICANT (Property Owner):
- Street Address:
- City, State, Zip:
- Telephone No:  Email Address:

NAME of AGENT or REPRESENTATIVE:
- Street Address:
- City, State, Zip:
- Telephone No:  Email Address:

PROPERTY INFORMATION:
- Street Address or General Location:
- Parcel ID#(s):

DESCRIPTION OF REQUEST:

PRE-APPLICATION DATE:  PLANNER:

FEE SCHEDULE

1 & 2 Unit, Residential – 1st Variance  $300.00
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 affirms 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: ___________________________

*Affidavit to Authorize Agent required, if signed by Agent.

Typed Name of Signatory: ___________________________
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 Pamela Jones to schedule: 727-892-5498.

Public Participation Report
All applicants are required to contact the applicable Neighborhood Association President and complete the Public Participation Report prior to submittal of an application. Applications without the Public Participation Report will not be accepted. The contact information will be provided to the applicant by staff at the pre-application meeting.

Administrative Review
Where unique conditions related to existing buildings or surrounding conditions preclude strict compliance with the building design standards, the Zoning Official (POD) may approve a variance to the standards.

Design Variance Narrative
The application needs to include a narrative prepared by the design professional addressing the following: where a design standard is related to a building or architectural element, the variance shall reinforce a unique condition of an identifiable architectural style lending to the design intent of that style.

Commission Review
By applying, the applicant grants permission for Staff and members of the Commission to visit the subject property to evaluate the request. Applicants with special requests related to timing of site visits should advise Staff in writing at the time of application submittal. Any Code violations found by the City Staff or the Commission members during review of the subject case will be referred to the Codes Compliance Assistance Department.

Public Hearing (If an Appeal is filed)
Applications appropriate for public hearing will be heard by the Commission on the dates listed on the Commission schedule. The public hearings begin at 2:00 P.M. in the City Council Chambers at City Hall, located at 175 5th Street North. All proceedings are quasi-judicial. Therefore, it is required that the property owner or authorized representative attend the hearing.

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.
All applications for a variance must provide justification for the requested variance(s) based on the criteria set forth by the City Code. It is recommended that the following responses be typed. Illegible handwritten responses will not be accepted. Responses may be provided as a separate letter, addressing each of the seven criteria.

**ALL OF THE FOLLOWING CRITERIA MUST BE ANSWERED.**

### APPLICANT NARRATIVE

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>Case No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Description of Project and Request:</td>
<td></td>
</tr>
</tbody>
</table>

1. In what ways does the design variance reinforce a unique condition of an identifiable architectural style lending to the design intent of that style?

2. What is unique about the size, shape, topography, or location of the subject property? How do these unique characteristics justify the requested variance?

3. Are there other properties in the immediate neighborhood that have already been developed or utilized in a similar way? If so, please provide addresses and a description of the specific signs or structures being referenced.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>How is the requested variance not the result of actions of the applicant?</td>
</tr>
<tr>
<td>5.</td>
<td>How is the requested variance the minimum necessary to make reasonable use of the property? In what ways will granting the requested variance enhance the character of the neighborhood?</td>
</tr>
<tr>
<td>6.</td>
<td>What other alternatives have been considered that do not require a variance? Why are these alternatives unacceptable?</td>
</tr>
<tr>
<td>7.</td>
<td>In what ways will granting the requested variance enhance the character of the neighborhood?</td>
</tr>
</tbody>
</table>
Applicants are strongly encouraged to obtain signatures in support of the proposal(s) from owners of property adjacent to or otherwise affected by a particular request.

### NEIGHBORHOOD WORKSHEET

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>Case No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Request:</td>
<td></td>
</tr>
</tbody>
</table>

The undersigned adjacent property owners understand the nature of the applicant’s request and do not object (attach additional sheets if necessary):

1. Affected Property Address:
   - Owner Name (print):
   - Owner Signature:

2. Affected Property Address:
   - Owner Name (print):
   - Owner Signature:

3. Affected Property Address:
   - Owner Name (print):
   - Owner Signature:

4. Affected Property Address:
   - Owner Name (print):
   - Owner Signature:

5. Affected Property Address:
   - Owner Name (print):
   - Owner Signature:

6. Affected Property Address:
   - Owner Name (print):
   - Owner Signature:

7. Affected Property Address:
   - Owner Name (print):
   - Owner Signature:

8. Affected Property Address:
   - Owner Name (print):
   - Owner Signature:
In accordance with LDR Section 16.70.040.1.F.2. “It is the policy of the City to encourage applicants to meet with residents of the surrounding neighborhoods prior to filing an application for a permit requiring review and public hearing. The applicant, at his option, may elect to include neighborhood mediation as a preparatory step in the development process. Participation in the public participation process prior to required public hearings will be considered by the decision-making official when considering the need, or request, for a continuance of an application. It is not the intent of this section to require neighborhood meetings, but to encourage meetings prior to the submission of applications for approval and documentation of efforts which have been made to address any potential concerns prior to the formal application process.”

**APPLICANT REPORT**

<table>
<thead>
<tr>
<th>Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Details of techniques the applicant used to involve the public</td>
</tr>
<tr>
<td>(a) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal</td>
</tr>
<tr>
<td>(b) Content, dates mailed, and number of mailings, including letters, meeting notices, newsletters, and other publications</td>
</tr>
<tr>
<td>(c) Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located</td>
</tr>
</tbody>
</table>

2. Summary of concerns, issues, and problems expressed during the process

3. Signature or affidavit of compliance - President or vice-president of any neighborhood associations
   
   Check one: ( ) Proposal supported
   ( ) Do not support the Proposal
   ( ) Unable to comment on the Proposal at this time
   ( ) Other comment(s):

   **Association Name:** President or Vice-President Signature:

   If the president or vice-president of the neighborhood association are unavailable or refuse to sign such certification, a statement as to the efforts to contact them and (in the event of unavailability or unwillingness to sign) why they were unable or unwilling to sign the certification.