

CITY OF LAKELAND
Community Development Dept.
Building Inspection Division
Lakeland, Florida 33801
(863) 834-6012

FOR OFFICE USE ONLY:
Date Approved _____
Plans Review _____
Hearing Date _____

**ZONING BOARD OF ADJUSTMENTS AND APPEALS
APPLICATION FOR VARIANCE**

(PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION)

1.

Applicant's Name (*Person to appear before Zoning Board*) Phone

2.

Mailing Address

Property Owner's Name Phone

Mailing Address

3. **PROPERTY INFORMATION:**

Address _____

Square Footage _____ Lot Dimensions _____

Present Zoning Classification _____ Present Use _____

4. **VARIANCE INFORMATION:** (*Please obtain the following information from a staff member. Thank you.*)

Type of Variance(s) Needed _____

Ordinance Requirement(s): _____

Applicant's Request: _____

I, the undersigned owner or authorized representative, hereby submit this application with the attached information. The information and documents provided are complete and accurate to the best of my knowledge.

Signature of Owner or Authorized Representative

Date

City of Lakeland
ZONING BOARD OF ADJUSTMENTS & APPEALS

PLEASE READ THE FOLLOWING INFORMATION AND INSTRUCTIONS CAREFULLY BEFORE SUBMITTING YOUR VARIANCE APPLICATION. *If you have any questions concerning the completion of the application, the documents you must submit, or the meeting itself, contact the Building Inspection Division @ #834-6066.*

1. An acceptable application must be submitted to the Building Inspection Division by the 5th of each month to be scheduled for the Zoning Board of Adjustments and Appeals meeting on the first Tuesday of the following month.
2. The Zoning Board of Adjustments and Appeals **cannot change or alter the zoning ordinance** but may consider granting a variance from the ordinance upon consideration of the following factors:
 - a) That special conditions and circumstances exist which are unique to the land, structure, building, or property involved and which are not applicable to other lands, structures, or buildings in the applicable zoning district.
 - b) That the special conditions and circumstances do not result from the actions of the applicant and are not purely economic in nature.
 - c) That granting the requested variance will not confer on the applicant any special privilege that is otherwise denied by the provisions of the Ordinance, and that not granting the request will constitute unnecessary and undue hardship on the applicant.
 - d) That the variance granted is the minimum variance that will make possible reasonable use of the land, building, or structure.
 - e) That granting the variance will be in accordance with the general intent and purpose of the ordinance, and the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.
3. In the required *Justification Statement*, the applicant must indicate the relationship of the above factors to the requested variance. **This statement shall be typed or legibly printed on 8 1/2" x 11" paper and submitted with the application form.**
4. **IMPORTANT:** Without justification based upon the above factors which demonstrate an **unreasonable hardship**, the Board is without authority to grant a variance.
5. The Zoning Board of Adjustments and Appeals is a seven member board. The **concurring vote of five (5) members** is necessary to grant a variance.

(continued)

TO SUBMIT AN APPLICATION:

1. Along with a completed application the applicant will need to furnish the Board with the following documents:
 - a) A legal printout describing your property which is obtained at the Property Information Counter (located across the lobby from Building Inspection).
 - b) A survey or hand-drawn site plan, (drawn to scale), showing the location of present and proposed structures and indicating all necessary structure dimensions and setback measurements. Be sure to clearly differentiate between existing and proposed structures. (Please note: No site plans, other drawings, or documents larger than 8 1/2" x 14" will be accepted.)
 - c) A Justification Statement explaining the specific hardship and the reason for the request.
 - d) If the applicant is not the actual property owner, a certification from the owner of record stating that the applicant has authorization to apply for the variance will be needed.
2. The original set of documents and 15 additional sets (a total of 16 sets), will be submitted to the Building Inspection Division by the 10th of the month in order to be scheduled for the following month's Board meeting.
3. A non-refundable application processing fee of \$350.00 will be collected at the time the application is submitted. (Make checks payable to: the City of Lakeland).
4. Upon receipt by the Building Inspection Division, the application will be reviewed for sufficiency within seven (7) calendar days. If sufficient, the Building Inspection Division will schedule the request for a public hearing before the Zoning Board of Adjustments and Appeals. If deficient, the applicant will be notified of the deficiencies and given a time limit to provide additional information. As soon as the deficiencies have been corrected, the request will be scheduled for public hearing.

IMPORTANT:

Due to specific deadlines outlined in Florida State statutes regarding the legal advertising of the meeting's agenda and notification of surrounding property owners, an applicant's failure to carefully read and comply with the above requirements may result in delays that cause the scheduling of the request to be postponed to a later meeting date.

ZBA MEETING DATE: _____

**LOCATION AND TIME: 3RD FLOOR – CITY COMMISSION CHAMBERS
9:00 A.M.**