



City of South Pasadena
COMMUNITY IMPROVEMENT DEPARTMENT
7047 Sunset Drive South
South Pasadena, Florida 33707
(727) 343-4192 FAX: (727) 381-4819

VARIANCE APPLICATION PROCEDURES

The following procedures must be followed when applying for a Variance:

1. Application form must be completed in its entirety.
2. Application must be submitted with all supporting data at least four (4) weeks prior to the Planning & Zoning (P & Z) Board meeting. (Note: P & Z Board meetings are scheduled for the 1st Tuesday of each month unless otherwise notified.
3. Application fee of \$250.00 per request must be paid at time of submittal. This is a non-refundable fee.
4. Applicant must obtain a notification letter from the Building Official.
5. Applicant must notify all property owners within 200 feet of the subject property line that this case will be presented to the P & Z Board. (A list of all property owners within the target area can be obtained at the Pinellas County Property Appraisers office.) This notice must be mailed Certified, Return Receipt Requested, at least ten (10) calendar days prior to the P & Z hearing date. A copy of the list from the Property Appraisers office along with the Certified mail receipts must be submitted to the Community Improvement Department prior to the hearing date. If these items are not received prior to the hearing date, the case will not be heard and the application process will have to be repeated.



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Date: _____

Property Address: _____

Legal Description: _____

A hearing is requested for a Variance for the following reason: _____

Applicant: _____

Applicant's Phone Number: _____

Applicant's Address: _____

Property Owner: _____

Property Owner's Address: _____

The following data and exhibits shall be submitted with the application and they will become a permanent part of the public records:

- Plot Plan or Site Plan drawn to scale showing all existing and proposed structures, dimensions, setbacks from all property lines, property dimensions, abutting streets and other public easements.
- Recent survey of subject property.

The following are the minimum criteria for a variance. Explain how each of these criteria applies to the subject property.

1. That an unnecessary hardship exists.

2. That such unnecessary hardship has not been created by the applicant.

3. There are no other choices for the developer, which would not require a variance, which would allow the property to be utilized in a manner satisfactory to its use and density.

4. There is a clear and convincing benefit, both to future residents of the property and to the public at large, in permitting the variance to occur.

5. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located nor substantially or permanently impair the appropriate use or development of adjacent property nor be detrimental to public welfare.

6. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

This application with all supporting data (including legal advertisement for hearing) and information shall be completed and returned to the Community Improvement Department before the request can be reviewed and processed as required by law.

In circumstances where a section of the City Code provides specific criteria which differ from the criteria set forth above, the criteria specified in that City Code section shall be substituted for the criteria set forth above. In

some circumstances, the City Code provides criteria which are to be considered in addition to the criteria set forth in this section.

In making a recommendation, the Planning & Zoning Board may suggest that conditions be attached to the Special Exception Use Permit. In granting a Special Exception Use Permit, the City Commission may attach such reasonable condition(s) and safeguards as it deems necessary to implement the purposes of Chapter 103.

By signing below, you agree that this application has been completed to the best of your knowledge and ability and that any purposeful misrepresentations or omissions will render this application null and void.

Signature of Applicant

Date

Printed Name of Applicant

FOR INTERNAL USE ONLY

Submitted on: _____ by _____
Date Name of Person Submitting Application

Fee of \$ _____ paid on _____ via _____
Amount Date Check #, Money Order #, Etc.

Signature of CID Staff Member

Date

Printed Name of CID Staff Member

Fee submitted to Finance Department on _____ by _____
Date CID Staff Member