



For Office Use Only
Application No. _____
Submittal Date: _____

ATTACHMENT C APPLICATION FOR VARIANCE

Pursuant to Code Section 98-116

**COMPLETE ALL SECTIONS OF APPLICATION LEGIBLY.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Check applicable box:

- Variance- Zoning Appeals Special Master (ZASM):** Must submit complete application and all required submittals by the cutoff date to be scheduled for a ZASM hearing. If Staff determines more information is needed or the application is incomplete, the application will not be processed or scheduled.
- Variance- City Commission:** Must comply with the public notice and advertising requirements, pursuant to Code Section 98-35(1).

REQUIRED SUBMITTALS

The following items must be submitted to be deemed a complete application (*for variances requiring approval by City Commission, documentation may be provided with the development plan application requirements in Attachment A*):

- Complete Application** (Including Development Plan Application Form)
- Application Processing Fee** (See fee schedule)
- Proof of Ownership** from the property owner. If the owner cannot be verified through the Broward County Tax Roll, a copy of either the recorded warranty deed, valid purchase contract, or a signed and notarized letter from the owner of record must be submitted with this application.
- Disclosure Affidavit** for all owners, representatives, and applicants for the project that will be speaking on behalf of the application (for City Commission variances only).
- Agent Authorization Letter** if applicable, authorizing the applicant/agent to act on all property owners' behalf.
- Current Survey** (*12 months or less*) showing existing conditions prepared, signed and sealed by a Florida registered surveyor of the subject property.
- Site Plan** showing proposal for the variance being sought. Examples of acceptable site plans include sketches (to scale) on a current survey, drawings prepared by a licensed architect, engineer, or landscape architect, etc.
- Photographs** (a minimum of 2) showing the existing conditions of the property taken from different perspectives where the development is proposed.
- One (1) Digital CD** of required submittals listed above must be provided.
- Other Information** may be required as determined by staff (e.g. architectural elevations, floor plans, site plan etc.)

Any party to a proceeding before the Special Master may appeal the decision of the Special Master by a writ of certiorari as provided by the Florida Rules of Appellate Procedure. In order to appeal the decision of the Special Master, a verbatim transcript of the proceeding is necessary.

A. DEMONSTRATION OF COMPLIANCE WITH VARIANCE CRITERIA

(Attach additional page(s) if more space is needed)

Section 98-116(f)(2) of the Deerfield Beach Land Development states: *all of the following requirements must be met to secure approval for a variance. The burden of proving that all requirements are met shall be on the applicant who shall be required to affirmatively demonstrate on the record, satisfaction of the necessary requirements set forth below.*

This application will not be accepted without a specific statement in response to each of the requirements on the following pages.

- a. That special conditions and circumstances exist which are peculiar to the land, structure, or buildings involved and which are not applicable to other lands, structures in the same zoning district:

- b. That the special conditions and circumstances do not result from the actions of the applicant:

- c. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Code to other lands, buildings, or structures in the same zoning district:

- d. That the literal interpretation of the provisions of this Code would deprive the applicant of the rights commonly enjoyed by other properties in the same zoning district under the terms of this Code and would work unnecessary and undue hardship on the applicant:
