



**DEPARTMENT OF DEVELOPMENT & PLANNING**

909 Pennsylvania Avenue - Lynn Haven, FL 32444

(850) 265-2961 Fax (850) 265-6872

**APPLICATION FOR A VARIANCE FROM THE LAND DEVELOPMENT REGULATIONS**

*Deadline to submit is 20 days prior to the third Thursday of the month*

File Number \_\_\_\_\_

Date Received \_\_\_\_\_

Application Information

Property owner:	
Agent/Contact (if different):	
Telephone Number:	
Requested action:	Variance
Location:	
Bay County Parcel Number(s)	
Size:	
Existing uses on the site:	
Future Land Use Map category:	

Compatibility

Direction	Adjacent Existing Uses	Adjacent Future Land Use
North		
South		
West		
East		

Variance Request

Specify the variance request by checking all that apply:

\_\_\_\_\_ Front yard setback from \_\_\_\_\_ feet to \_\_\_\_\_ feet  
\_\_\_\_\_ Rear yard setback from \_\_\_\_\_ feet to \_\_\_\_\_ feet  
\_\_\_\_\_ Side yard setback from \_\_\_\_\_ feet to \_\_\_\_\_ feet  
\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_

Explain the reasons for requesting the variance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consistency with Section 9.02.02 Unified Land Development Code of the City of Lynn Haven

A variance must be consistent with the *Unified Land Development Code of the City of Lynn Haven*.

In considering variations from the terms of this chapter, the Board of Adjustment shall, before making a decision in a specific case, first determine that the proposed variation meets the following criteria. Check those that apply and provide a brief, written justification explaining how the following criteria are being met:

- (1) \_\_\_\_\_ Does not constitute a change in the districts shown on the zoning map; will not impair an adequate supply of light and air to adjacent property;

\_\_\_\_\_  
\_\_\_\_\_

- (2) \_\_\_\_\_ Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.

\_\_\_\_\_  
\_\_\_\_\_

(3) \_\_\_\_\_ The special conditions and circumstances do not result from the actions of the applicant.

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(4) \_\_\_\_\_ Granting the variance requested will not confer on the applicant any special privilege that is denied by the ordinance to other lands, buildings or structures in the same zoning district.

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(5) \_\_\_\_\_ Literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by others in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant.

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(6) \_\_\_\_\_ The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.

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(7) \_\_\_\_\_ The granting of the variance will be in harmony with the general intent and purpose of the ordinance and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

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(8) \_\_\_\_\_ The granting of the variance is not based on economic circumstance.

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Deed Restrictions

Check the following category that applies:

\_\_\_\_\_ This property is not bound by any subdivision covenants or deed restrictions; or

\_\_\_\_\_ This variance request does not violate any subdivision covenant or deed restriction on this property and if required, approval from the home owners association is attached; or

\_\_\_\_\_ This variance request is in conflict with subdivision covenants or deed restrictions on this property and a release from the developer or subdivision home owner's association is attached.

Certification and Authorization

I do hereby authorize City staff to enter my property for the purpose of site inspection.

I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by City staff.

I hereby certify that the information submitted on this application is true and correct to the best of my knowledge at the time of application.

\_\_\_\_\_  
Owner's Signature <sup>1</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name (type or print)

\_\_\_\_\_  
Title and Company (if applicable)

\_\_\_\_\_  
Applicant's Signature, if not owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (type or print)

\_\_\_\_\_  
Title and Company (if applicable)

<sup>1</sup> A notarized agent authorization is required if the applicant is not the owner and the owner is allowing the applicant to act on his behalf.

Please attach:

- Required Fee \$300.00
- Survey
- Location Map
- Deed
- A Legal Description (if different from the deed)
- Affidavit - Proof of mailing public hearing notice to the surrounding property owners within 100 feet of the subject property by an affidavit or certificate of mailing from the Post Office or the applicant may provide the Planning Department with postage and printed address labels.