



Planning and Zoning Department  
 401 W. Venice Avenue  
 Venice, FL 34285  
 941-486-2626 ext. 7434  
[www.venicegov.com](http://www.venicegov.com)

# Variations Application

## Section 1.13 Variations (Quasi-Judicial Application)

Submit a completed application and supporting documents to the Planning and Zoning Department. Checklist on page 2 must be executed for application to be considered complete. All information will become a permanent part of the public record. Incomplete applications will be returned to the applicant/agent.

Project Name:

Brief Project Description:

### Property Information

- Address/Location(s):
- Parcel Identification No.(s):
- Parcel Size:
- Zoning Designation:
- FLUM Designation:

Application Fees:

**Total Fees: \$891.52 (Application Fee \$475.48 / Review Fee Deposit: \$416.04)**

*A review fee shall be deposited to be drawn upon by the city as payment for costs, including but not limited to advertising and mailing expenses, professional services and reviews, and legal fees.*

Applicant/Owner Name (for billing purposes):

- Address:
- Email:
- Phone Number:
- Signature:
- Date:

Authorized Agent (project point of contact):

- Address:
- Email:
- Phone Number:
- Signature:
- Date:

*By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Administrator and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property and the application.*

## **VARIANCES APPLICATION Checklist**

*Please check box for each document submitted; if not applicable, please indicate with N/A.*

### Application General Requirements (Section 1.2):

**NARRATIVE** – See Specific Application Requirements below.

**LOCATION MAP** - general location map, showing the relation of the site to major streets, schools, important landmarks or other physical features in and adjoining the project.

**SURVEY** - accurate survey, reflecting existing conditions, no more than two years old.

**LEGAL DESCRIPTION** – copyable electronic format (i.e. Microsoft Word).

**AGENT AUTHORIZATION** (if applicable)

**STATEMENT OF OWNERSHIP AND CONTROL** – documentation of ownership and control of the subject property (deed).

### Specific Application Requirements (Section 1.13.2):

**NARRATIVE** must include:

1. Justification of the need for a variance.
2. Reference to the standards from which the variance is requested.

### 1.13.3. Decision Criteria

**In a separate document, please restate and address each item below:**

1. The particular physical surroundings, shape, topographical condition, or other physical or environmental condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;
2. The conditions upon which the request for a variance is based are unique to the parcel and would not be applicable, generally, to other property within the vicinity;
3. The variance is not based on any conditions, including financial, occupational, or ability, which are personal to the applicant as applied to the property involved in the application;
4. The alleged hardship has not been created by any person presently having an interest in the property or, if it was, it was created as a result of a bona fide error;
5. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the vicinity;
6. The variance granted is the minimum variance that will make possible the reasonable use of the property; and
7. The property cannot be put to a reasonable use which complies fully with the requirements of the Code unless the variance is granted.