VILLAGE OF BISCAYNE PARK
640 NE 114th St. Biscayne Park, FL 33161
Tel: 305 899 8000 Fax: 305 891 7241

VARIANCE APPLICATION CHECKLIST

The following is a checklist of applicant requirements for submitting a variance request to the Planning & Zoning Board / Village Commission. Retain the completed copy for your records.

☐ **LETTER OF INTENT:** Fully describing what the applicant is requesting, justification for the request, and steps taken to mitigate any negative impacts to neighbors or the surrounding properties. Must address the following four criterias:

1. Special circumstances or conditions.
2. Preservation and enjoyment of substantial property right.
3. Not detrimental to public welfare or injurious to other property.
4. Minimum variance for reasonable use.

☐ **APPLICATION:** Must be fully completed, signed and notarized by the property owner

☐ **SURVEY:** A recent survey of the property showing the location of the improvements that the applicant is requesting.

☐ **PLANS, SKETCHES, COLOR PHOTOS:** A graphical representation of the requested improvement, clear enough that height, color, size, and construction materials can be determined.

☐ **COMPLETE SET** of the above, reduced to 8 1/2" x 11" where needed, suitable for reproduction.

☐ **FILING FEES:** **$150** with a permit application, OR $250 without a permit application

AND

$225 for required advertising, notice and recording costs (*)

Fees are paid by cash or check made payable to the Village of Biscayne Park.

**In the event the actual cost of the advertisement, or the total cost for mailing the notices (printing, copy, postage) is MORE than the amount paid, the property owner will be charged for the difference; or if LESS, the property owner will be reimbursed for the difference.*

The Variance Application will go before the Planning & Zoning Board, and then the Village Commission. After receipt of the COMPLETE Application packet, it will be scheduled for the next meeting in accordance with all advertising and notice requirements. All fees must be paid before the hearing date. Residents within 500 feet of the property and the public in general must be noticed prior to the meeting.

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VARIANCE APPLICATION

Pursuant to Section 15.3 of the Code of Ordinances of the Village of Biscayne Park, Florida, a property owner may request a variance of the zoning code.

Date: _____

PROPERTY ADDRESS: _____ **BISCAYNE PARK, FL 33161**

PROPERTY OWNER

Name: _____
FIRST LAST MI

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Telephone: (_____) _____ - _____ ❑ Home ❑ Cell ❑ Work

E-Mail Address: _____

Application is made for (type of variance requested): _____

_____

_____

OWNER AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the legal owner of record of the property described and which is the subject of the proposed variance, and that all statements and representations made are true and correct.

I acknowledge that I am subject to penalties of law, including the laws on perjury, and to possible revocation of this variance for any false or misleading statements in this application.

State of _____

County of _____

_____
Signature of Property Owner

On this _____ day of _____, 20___, before me, the undersigned notary public, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

___ Personally Known -OR-

___ Produced ID - Type of ID: _____

_____

_____
Notary Public

Date: _____

PROPERTY ADDRESS: **BISCAYNE PARK, FL 33161**

PLANNING & ZONING BOARD REVIEW

Section(s) of the Code to be appealed for the variance request:

_____

_____

_____

Date of Meeting: _____/_____/_____

APPROVAL: ❒ _____ ❒ _____ ❒ _____ ❒ _____ ❒ _____

DENIED: ❒ _____ ❒ _____ ❒ _____ ❒ _____ ❒ _____

REASON FOR DECISION: _____

_____

_____