

**OKALOOSA COUNTY  
DEPARTMENT OF GROWTH MANAGEMENT  
APPLICATION FOR VARIANCE**

Revised August, 2005

Applicant name: \_\_\_\_\_

Applicant is: Property owner \_\_\_\_\_ Authorized agent\* \_\_\_\_\_

\*Attach verification

Applicant address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant telephone: \_\_\_\_\_ FAX \_\_\_\_\_

Name of property owner if  
different than applicant: \_\_\_\_\_

Address of property involved: \_\_\_\_\_

\_\_\_\_\_

Property ID Number: \_\_\_\_\_

Land use information: FLUM category \_\_\_\_\_

Zoning district \_\_\_\_\_

Size of property: \_\_\_\_\_ acres OR \_\_\_\_\_ sq. ft.

Variance request:

1. Specific section of the Land Development Code from which the variance is requested \_\_\_\_\_.

2. Describe exactly what the variance is for.

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

Standards of review: Describe in as much detail as possible how the variance request meets **each** of the following standards. Attach additional sheets if necessary.

1. *That 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.*

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2. *That the special conditions and circumstances do not result from the actions of the applicant.*

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3. *That granting the variance requested will not confer on the applicant any special privilege that is denied by the Land Development Code to other lands, buildings, or structures in the same zoning district.*

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4. *That literal interpretation of the provisions of the Land Development Code would deprive the applicant of rights commonly enjoyed by other properties 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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5. *That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.*

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6. *That the grant of the variance will be in harmony with the general intent and purpose of the Land Development Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.*

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Certification: I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for county staff to enter upon the property involved at any reasonable time for purposes of inspections or posting of notices.

\_\_\_\_\_  
Applicant typed or printed name

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate officer

Corporate seal

## **Required Information & Materials**

The following information must be submitted with the completed, signed and dated application form.

1. \_\_\_ A letter of petition stating the reason for the requested action.
2. \_\_\_ A site plan to scale showing the proposed improvement or location of the request, which may be drawn on the survey.
3. \_\_\_ A survey or drawing showing the location and dimensions of the property involved.
4. \_\_\_ A copy of the deed and legal description of the property involved.
5. \_\_\_ A certified list of all property owners adjacent to and across the street from the property. **This list must be obtained from and certified by the Property Appraiser's Office, and dated no more than 30 days prior to submittal of the application.**
6. \_\_\_ Notarized affidavit affirming that the site plan/drawing accurately depicts the property, improvements and proposed improvements.
7. \_\_\_ Notarized affidavit affirming list of adjacent/across the street property owners.
8. \_\_\_ Notarized affidavit affirming that the required signs will be posted on property involved.
9. \_\_\_ The fees for variance/after-the fact-variance are listed in Chapter 12 of the Okaloosa County Land Development Code, Ordinance 91-1, as amended, Section 12.01.00
10. \_\_\_ If the applicant is not the actual property owner a verification of authorized agent must be provided.
11. \_\_\_ Signed "page 2" of the application packet.

## **Procedure**

The procedure for variance/after-the-fact variance is as follows:

1. Fully complete, sign, and date the applicable application form.
2. Obtain the certified list of property owners from the Property Appraiser's Office dated at least 30 days prior to application submittal.
3. Complete and have notarized the affidavit affirming that the certified list of property owners was obtained (blank copy enclosed).

4. Complete and have notarized the affidavit affirming that the required public notice signs will be posted on the property (blank copy enclosed).
5. Complete and have notarized the affidavit affirming the accuracy of the site plan/drawing (blank copy enclosed).
6. Submit the completed application, required information, and notarized affidavits to the Department of Growth Management.
7. Once the application is submitted and determined to be fully complete the requested action will be placed on the agenda of the Board of Adjustment in accordance with the enclosed schedule. One public hearing will be required before the Board of Adjustment.
8. The times, dates and locations of the required public hearing will be provided to the applicant by the Department.
9. **Certified, return-receipt letters** must be sent to all property owners on the appraiser's certified list (sample letter enclosed). These letters must be mailed **no later than 21 days** before the public hearing and must include:
  - a) the petition letter stating the reason for the variance/after-the-fact variance.
  - b) a location map showing the location of the property in relation to surrounding properties and adjacent roads.
10. After the letters are mailed the applicant must provide to the Department: a postal receipt from the US Postal Service verifying the date the letters were mailed; an exact copy of the information mailed out, and; the green return-receipt cards.
11. A 2 ft by 3 ft sign with no less than 1 inch lettering (sample enclosed) shall be posted at a conspicuous location on the property. This sign must be posted **no less than 15 days** prior to the scheduled public hearing. *Signs are available for purchase from the Department.*
12. The applicant must attend the Board of Adjustment public hearing so as to answer any questions or issues that may arise.

**LIST OF ADJACENT/ACROSS THE STREET PROPERTY OWNERS  
AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF OKALOOSA

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, the owner(s) of: \_\_\_\_\_  
(property tax identification number and address or property of street name)  
\_\_\_\_\_ who,  
under oath, deposes and says as follows:

1. That the following is a list of all property owners being adjacent to the property described above.
  
2. I understand that I or a representative must attend the hearing in order for the request to be heard.

AFFIANT FURTHER SAYETH NOT.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE OF SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF FLORIDA

\_\_\_\_\_  
MY COMMISSION EXPIRES

**REQUIRED SIGNS WILL BE POSTED  
AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF OKALOOSA

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, who under oath, deposes says as follows:

1). That pursuant to the petition of \_\_\_\_\_ dated, \_\_\_\_\_ will be posted 15 days prior to the public hearing before the Okaloosa County Board of Adjustments. The posting of the property will be with a 2' X 3' weatherproof sign with not less than 1" lettering. The posting of the sign shall remain posted for 15 days in a conspicuous place on the property involved in the hearing. (Information to be placed on the sign is attached).

AFFIANT FURTHER SAYETH NOT.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Signature

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_ .

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF FLORIDA

\_\_\_\_\_  
MY COMMISSION EXPIRES