



CITY OF TREASURE ISLAND

**VARIANCE APPLICATION AND
INSTRUCTIONS**

CITY COMMISSION

**CITY OF TREASURE ISLAND
FLOOD PLAIN DEVELOPMENT
APPLICANT FOR DEVELOPMENT ORDER
VARIANCE APPLICATION**

OFFICE USE ONLY:

Fee 01-32900 \$350.00 - \$50.00 each additional variance

1. **APPLICANT:**

Name of Owner: _____

Address: _____

City: _____ State: _____ zip _____

Phone (home): _____ Phone(work): _____

Contact Person: _____ Phone: _____

Contact Address: _____

2. **PROPERTY DESCRIPTION:**

Street Address: _____

Land Use: _____ Site.Area: _____ Sq. Ft

Legal Description:

Lot: _____ Block: _____ Subdivision: _____

Flood Zone: _____

Description of Adjacent Properties:

North: _____ East: _____

South: _____ West: _____

3. **VARIANCE REQUESTED:**

Description of Relief Requested: _____

4. Required attachments and filing fee must accompany this application. The date of application shall be the date that the application is complete with all required attachments and fees.

I certify that the information contained herein is correct to the best of my knowledge. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

SIGNATURE

DATE

5. **STATE OF FLORIDA COUNTY OF PINELLAS**

Before me personally appeared _____ who said the he/she executed the above instrument of his/her own free will and accord with full knowledge of the purpose therefore; and, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Sworn to and subscribed in my presence this _____ day of _____ 20__.

My commission expires: _____ *Notary Public:* _____

CITY OF TREASURE ISLAND
PROCEDURES FOR APPLYING TO THE
City Commission
Variance

1. Applications will be reviewed by staff for sufficiency and correctness and then scheduled for the next workshop meeting the notification timeframes.
2. Before the City Commission can hear any case, eight (8) copies of the following must be submitted along with a \$350.00 filing fee (per variance) to the Community Improvement Department:
 - A. A completed application.
 - B. Proof of ownership.
 - C. A survey of the property showing all existing site improvements, signed and sealed by a survey or within the past three years or a survey older than three years with an affidavit by the owner attesting that the survey accurately indicates what exists today.
 - D. A letter of hardship demonstrating that:
 1. Special conditions and circumstances exist which are peculiar to the land, structure, or building in the same district.
 2. Literal interpretation of the provisions of the code would deprive the applicant of the right enjoyed by other properties in the same district.
 3. The special conditions and circumstances do not exist from the actions of the applicant.
 - E. Site plans, building plans and/or drawings clearly describing the proposed project.
 - F. If applicant cannot appear in person, a designated representative shall be present and a letter so stating shall be submitted with the application.
3. Applicants to the City Commission are required to notify neighbors within a 200-foot radius of their property. Notices will be prepared by the City for hand delivery or certificate of mailing delivery by the applicant. If hand delivered, a signature of the property owner and date of delivery is required. If notices are sent via certificate of mailing, the postal receipt shall be returned to the Clerk of the Commission not less than 10 days prior to the date of the public hearing. When condominium or cooperative apartment fall within the 200-foot radius, notices may be delivered to the manager or president of the condo association for distribution to the individual owners.

NOTE: Sufficient copies of the public notices for distribution shall be furnished by the Clerk of the Commission.
4. The City Commission consists of five (5) members and a vote of three (3) members is required to pass or adopt any proposal before the City Commission.
5. The City Commission shall prescribe a reasonable time limit within the action for which the variance is required shall be commenced; such time period shall not exceed twelve (12) months from the date of the hearing.
6. Staff recommendations to the City Commission will be available to the applicant one week prior to the hearing.

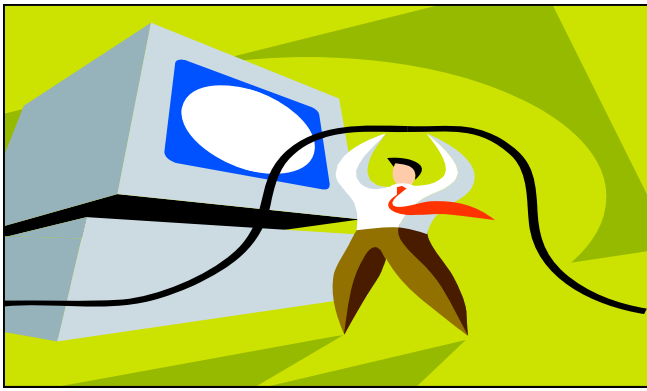
In order to authorize any variance from the land use regulations, the planning and zoning board or the board of commissioners, as applicable, must and shall find:

- (1) The variance is in fact a variance as set forth within the land development regulations and within the province of the Board of Commission based upon the opinion of the City Attorney;
- (2) Special conditions or circumstances exist which are peculiar to the building, structure, or land use for which the variance is sought and do not apply generally to buildings, structures, or lands in the same district;
- (3) Strict application of the provisions of the land development regulations would not permit the applicant reasonable use of the building, structure, or land;
- (4) The peculiar conditions and circumstances existing are not the result of the actions of the applicant, the applicant's agents or the applicant's predecessors in title;
- (5) The reasons set forth in the application justify the granting of a variance;
- (6) The variance proposed to be granted is the minimum variance that will make possible the reasonable use of the building, structure or land;
- (7) Owing to special conditions, a literal enforcement would result in unnecessary hardship. Special conditions to be considered pursuant to this section of the land development regulations shall include, but not be limited to, the following circumstances:
 - a. Redevelopment. If the proposed project involves the redevelopment or utilization of an existing developed or partially developed site.
 - b. Substandard Lot(s). If the proposed project involves the utilization of an existing legal nonconforming lot(s).
 - c. Neighborhood Character. If the proposed project promotes the established development pattern of a block face, including setbacks, building height, and other dimensional requirements.
 - d. Public Facilities. If the proposed project involves the development of public parks, public facilities or public utilities.
 - e. Architectural and/or Engineering Considerations. If the proposed project utilizes architectural and/or engineering features that would render the project more disaster resistant.
- (8) The granting of the variance will be in harmony with the general purpose and intent of Chapter 70 of the City Code; and
- (9) The granting of the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

I have read and understand the preceding nine (9) variance requirements.

Applicant

Date: ____/____/____



DIGITAL DOCUMENT POLICY BEGINNING JULY 2008

In July 2008, the City of Treasure Island Community Improvement Department will begin requiring all submitted plans and drawings in a digital format.

Only a CD or DVD is acceptable, using the file formats below:

For plans and drawings:

Tiff - .tif

Portable Document Format (PDF) - .pdf

AutoCAD - .dwg

For photographs:

JPEG format - .jpg

This digital document requirement does not change any City requirements for document hard copies.

The CD or DVD becomes property of the City of Treasure Island.

The City of Treasure Island Community Improvement Department
120 108th Avenue, Treasure Island, Florida 33706
727-547-4575 ext. 230