

**CITY OF TREASURE ISLAND**  
**PROCEDURES FOR APPLYING TO THE**  
**PLANNING AND ZONING BOARD**  
**Variance**

1. Application must be made by 3:00 p.m. on the deadline date in order to be heard at the next regular meeting.

DEADLINES & SCHEDULE

<u>Application</u>	<u>Meeting (2:00 PM)</u>
December 11, 2006	January 18, 2007
January 8, 2007	February 15, 2007
February 5, 2007	March 15, 2007
March 5, 2007	April 19 2007
April 9, 2007	May 17, 2007
May 7, 2007	June 21, 2007
June 11 2007	July 19, 2007
July 11, 2007	August 16, 2007
August 6, 2007	September 20, 2007
September 10, 2007	October 18, 2007
October 8, 2007	November 15, 2007
November 5, 2007	December 20, 2007
December 10, 2007	January 17, 2008

2. Before the Board can hear any case, nineteen (19) copies of the following must be submitted along with a \$250.00 filing fee to the Community Improvement Department by the Deadline date:
- A. A completed application.
  - B. Proof of ownership.
  - C. A survey of the property showing all existing site improvements signed and sealed by a surveyor 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 Board are required to notify neighbors within a 200-ft 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 Community Improvement Department 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.