



# MARINE VARIANCE

## Required for Application Process

1. A PRE-APPLICATION CONFERENCE shall be held prior to the submission of an APPLICATION to the Community Improvement Department.
2. Filing fee for a Variance - \$350.00 (one variance) Each additional variance request - \$100.00
3. Before the Planning and Zoning Board can review the case the following must be submitted to the Community Improvement Department:
  - a. Completed Development Review application
  - b. Proof of ownership of the property: i.e. deed, title abstract
  - c. A sign and sealed survey within the past three years showing all existing improvements on the site.
  - d. A narrative establishing by substantial competent evidence that;
    1. A literal enforcement of the provisions of this article would result in extreme hardship due to the unique nature of the project and the applicant's property;
    2. The variance being sought to be granted is the minimum variance that will make possible the reasonable use of the applicant's property; and
    3. The granting of the requested variance will be in harmony with the general intent and purpose of the chapter and will not be injurious to the area involved or otherwise detrimental or of adverse effect to the public interest and welfare.
4. The Planning and Zoning Board shall prescribe a reasonable time limit not to exceed one year within which the action for which the variance is granted shall be initiated.
5. Applicants to the Board/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 delivery, the postal receipt shall be returned to the Community Improvement Department not less than 10 days prior to the date of the public hearing.

NOTE: Sufficient copies of the public notices for distribution shall be furnished by the Community Improvement Department.
6. If applicant cannot appear in person, a designated representative shall be present and a notarized letter so stating shall be submitted with the application.

**Treasure Island Community Improvement Department**  
**120 108<sup>th</sup> Avenue, Treasure Island, FL 33706**  
**727-547-4575 Ext 239**