



## **CHECKLIST FOR SINGLE FAMILY ADMINISTRATIVE VARIANCE APPLICATION**

PLEASE NOTE: YOU ARE REQUIRED TO HAVE A PRE-APPLICATION MEETING PRIOR TO SUBMITTAL. CALL COMMUNITY DEVELOPMENT AT (954) 746-3286 TO SCHEDULE AN APPOINTMENT. APPLICATION FEES MUST BE PAID IN FULL AT TIME OF SUBMITTAL.

### **Items required for submittal:**

1. Application for Administrative Variance form.
2. Disclosure of Ownership Affidavit.
3. Check or money order made payable to the City of Sunrise, in the amount \$100.00 + \$5.00 (Technology Fee)
4. One signed and sealed survey, not more than one year old that accurately depicts all on-site improvements and existing structures including existing natural features such as topography, vegetation, water bodies and any existing structures and paved areas. Location of all easements and dedicated rights of way with O.R. Books and Page numbers provided.
5. A letter from the applicant describing the request and reasons for a variance. The applicant must demonstrate conformance with all seven (7) criteria of Section 16-48(d)(1)(a) of the Land Development Code:
  1. That special conditions and circumstances exist affecting the land, structure or building involved preventing the reasonable use of said land, structure or building.
  2. That the circumstances which cause the hardship are peculiar to the property or to such a small number of properties that they clearly constitute marked exceptions to other properties in the district.
  3. That the literal interpretation of the provisions of this chapter would deprive the applicant of a substantial property right that is enjoyed by other property owners in the district. (It is of no importance whatsoever that the denial of the variance might deny to the property owner some opportunity to use the property in a more profitable way, or to sell it at a greater profit than is possible under the terms of this chapter).
  4. That the hardship is not self-created or the result of mere disregard for, or ignorance of, the provisions of this chapter.
  5. That the variance is the minimum variance that will make possible the reasonable use of the property, and that the variance will be in harmony with the general purposes and intent of this chapter and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.
  6. That granting the variance requested will not be detrimental to adjacent property or adversely affect the public welfare. No nonconforming use of neighboring lands, structures or buildings in the same district, and no permitted use of land, structures or buildings in other districts shall be grounds for the issuance of a variance.
  7. Under no circumstances shall the board of adjustment recommend a variance to permit use not generally permitted in the district involved, or any use expressly or by implication prohibited by the terms of this chapter in said district.
6. Any other information pertinent to the Variance request.



Community Development Department – Planning Division  
1601 NW 136 Avenue, Sunrise, FL 33323 P: 954.746.3270 F: 954.746.3287

**Application for Single Family Administrative Variance (per section 16-52 Land Development Code)**

1. Name of Development \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No \_\_\_\_\_ Fax No: \_\_\_\_\_  
Email Address \_\_\_\_\_

Contact Person/Agent _____
Company Name _____
Address _____
Telephone No. _____ Cell No. _____ Fax No. _____
Email Address _____
<b>(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)</b>

2. Name of Property Owner \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Email Address \_\_\_\_\_

3. Legal description of property covered by this application:

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4. Address or location of subject property:

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5. Folio Number \_\_\_\_\_

Current Zoning \_\_\_\_\_

6. Size of Property: Overall Acres of Site \_\_\_\_\_

7. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property. \_\_\_\_\_

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8. Is there an option to purchase or lease subject property or property contiguous thereto, predicated on the approval of this application? Yes\_\_\_ No\_\_\_ If yes, who are the affected parties?

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**For Office Use Only:**

Staff Reviewer \_\_\_\_\_

- Application (1 original copies)
- Fee \_\_\_\_\_ Technology Fee \_\_\_\_\_
- Survey (1)
- Applicant Request Letter (1 original)
- Property Owner Consent Letter (1 original)
- Additional Information Requested by Staff (1) \_\_\_\_\_

**DISCLOSURE OF OWNERSHIP AFFIDAVIT**

**All owners, must separately complete this affidavit and list their name, business address and percentage of ownership of any owner of the real property that is the subject matter of this application. All parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation must provide a separate affidavit.**

The undersigned hereby represents that he/she is an owner of the subject property and that the names, addresses, and ownership percentages of each owner are set forth below:

Property Owner Name, Business Address and Ownership Percentage

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Property Address/Legal Description

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_