



VARIANCE APPLICATION CHECKLIST

- ☐ Pre-application Meeting: A pre-application meeting with a planner is required prior to submission.
- ☐ Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- ☐ Application Fee: See the [Fee Schedule](#)
- ☐ Public Hearing Sign Bond: \$150
- ☐ Proof of Ownership: Warranty Deed or property appraiser's information from www.bcpa.net
- ☐ Owner's Authorization Affidavit: If owned by a corporation an authorized agent registered with the State of Florida as listed on www.sunbiz.org must be the person that signs and the record from www.sunbiz.org must be provided. If the person signing is not listed as an authorized signatory, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- ☐ Survey: Signed and sealed Boundary Survey meeting the technical standards of the Florida Department of Professional Regulation, Board of Land Surveyors, no older than five (5) years, in pdf format that is a minimum 300 dpi that shows the following:
 1. The location of all existing structures, paved areas, and recorded easements on the property.
 2. Existing roadway details adjacent to the property including, but not limited to, rights-of-way, pavement widths, lane widths, markings, sidewalks, driveways (curb cuts), curbs and gutters, turn lanes, bus bays, medians, median openings, traffic signals and signal equipment, street lights, pull boxes, utility poles and utility equipment, drainage structures, and fire hydrants.
- ☐ Site Plan: Clearly drawn dimensioned plan at a minimum scale of 1:20 that illustrates the layout of the property and what is being requested maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.
- ☐ Other Plans: Clearly drawn dimensioned plan(s) at a minimum scale of 1:20 that illustrates the elevation(s) of what is being requested maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.



AFTER SUBMISSION

- ☐ Public Hearing Notices: At least 14 days prior to a scheduled hearing, the applicant is responsible for mailing public notice to all property owners within 1,500 feet and posting public hearing signs on the property. (see Public Hearing Notice requirements for details)
- ☐ Proof of mailing and an affidavit: Evidence the mailing took place including postage receipts, sample letter and an affidavit attesting to the information must be submitted a minimum of 10 days prior to the scheduled hearing.
- ☐ Newspaper Advertisement: The applicant must reimburse the City for the cost of placing the required advertisement of the hearing in the newspaper.



VARIANCE APPLICATION

Subject Property Address: _____

Subject Folio Number(s): _____

Description of Request:

AUTHORIZED AGENT INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

APPLICANT INFORMATION (IF DIFFERENT THAN THE PROPERTY OWNER)

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email Address: _____



VARIANCE APPLICATION DETAILS

COMPLETE THIS FORM OR ATTACH A LETTER THAT ADDRESSES ALL OF THE BELOW

Specific code section the variance(s) is (are) being requested from and description of the request:

In order for the application to be considered by the Board of Adjustment, an applicant must prove that the request meets the criteria for granting a waiver. Below are the criteria from §40.323(E)(2) of the City of Margate Code of Ordinances:

a. "It shall be demonstrated that special conditions and circumstances exist which, if there is a literal and strict enforcement of the provisions of a zoning ordinance, would constitute a hardship or practical difficulty in the use of the property involved."



b. "Owner's preference or economic disadvantage does not constitute a hardship. A self-created hardship does not constitute grounds for a variance."

c. "No nonconforming use of neighboring lands, structures or buildings in the same district, and no permitted use of lands structures or buildings in other districts shall be considered grounds for a variance."



d. "It shall be demonstrated that special conditions and circumstances exist which are peculiar to the land or structure involved, and which are not applicable to other land or structures located in the same district."

e. "The Board shall find that the granting of the variance will not be contrary to the public interest or the general purpose sought to be accomplished by the zoning ordinances, is the minimum variance possible to make reasonable use of the land or structure, and shall not constitute that granting of a special privilege. In granting a variance, the Board may prescribe appropriate safeguards and conditions in conformity with the intent of the Code."



OWNER'S AUTHORIZATION AFFIDAVIT

I hereby certify that I am the owner or authorized signatory of the property located at

_____ ,

being the subject property for this Variance application, and I hereby grant authorization to

_____ to file an application with the City of Margate for approval of the same.

If the application is denied, I understand that an appeal to the City Commission may be filed within 7 days via the City Clerk's office.

Print owner's or authorized signatory name

Signature of owner or authorized signatory

Owner/Agent Phone Number: _____

Email Address: _____

Owner/Agent Address: _____

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, ____ (year), by _____ (print name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced _____



PUBLIC HEARING SIGN AGREEMENT

Subject Property Address: _____

Subject Folio Number(s): _____

Pursuant to the requirements set forth in §40.310 of the Code of the City of Margate, Florida, the applicants(s) for the public hearing for the application described above do(es) hereby agree that failure to remove the sign(s) within two (2) business days following a final determination in the matter will result in the forfeiture of the \$150 collected by the City of Margate.

Print applicant's name

Signature of applicant

Print applicant's title

Print applicant's organization/company

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, ____ (year), by _____ (print name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced _____



VARIANCE APPLICATION PROCESS

- Minimum 60 day process
- All timeframes are approximate and dependent on the meeting schedule
- No waiver of F.S. 166.033 will impact timeline

