



Planning Division  
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## Variance Application

<b>Project Name:</b>	<b>Tax Parcel Number:</b>
<b>Property Address:</b>	
<b>Pre-application meeting date:</b>	

\*A pre-application meeting is required before submitting this application

### Project Management

Owner(s) of Record	
Name(s):	
Mailing Address:	
City, State, Zip:	
Phone:	E-mail:

Applicant/Engineer of Record/Project Coordinator	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Phone:	E-mail:
<b>Additional users to be granted access for e-plan review:</b>	
Name:	E-mail:
Name:	E-mail:

### Proposed Uses/Types of Development (check all that apply):

Residential	Density	Non-residential	
Single-family	Units/acre:	Commercial	Office
Multi-family	Total bedrooms:	Industrial	Other
Lot size:		Gross Floor Area:	
Present Use/Structures:			

**Surrounding Property Information:** List all uses surrounding the subject property under "Existing Use." Staff is available to supply zoning and land use information.

	Zoning	Land Use	Existing Use
North			
South			
East			
West			

**Indicate the specific code a variance is requested from and summarize the context**

<b>Code source:</b>	Land Development Code	Fire Code	Building Code
<b>Section:</b>			

The following questions must be answered to demonstrate the foundation for the variance request as specifically required by the Land Development Regulations. As the applicant, you bear the burden of proving the variance criteria.

- 1. What special conditions and circumstances peculiar or unique to this land, structure, or building exist that necessitate the variance?**


- 2. Are these special conditions or circumstances applicable to other lands, structures, or buildings in the same district?    Yes      No**


- 3. Does a literal enforcement of the provisions of the zoning or building code limit the use of the property or building in a manner unlike that of other properties in the same district? If so, please describe the limitation or hardship.**


- 4. Were these special conditions or circumstances described in (1), above, the result of your actions?**


- 5. Explain how the requested variance will not confer a special privilege on you that is not enjoyed by other properties in the same district.**


- 6. Has an application for a variance been filed within the last 2 years in connection with these premises?** Please note that the board will not consider an application for a variance within two years of the board issuing a denial of the same variance request.                      Yes                      No

In addition to the above criteria, the Development Review Board will be required to make the following findings to authorize the variance request: (please acknowledge by initialing each item)

\_\_\_\_\_ (a) That the applicant has met the requirements set forth in the Land Development Code

\_\_\_\_\_ (b) That the reasons set forth in the application justify granting the variance

\_\_\_\_\_ (c) That the variance is the minimum variance that will make possible the reasonable use of the land, structure, or building

\_\_\_\_\_ (d) That granting the variance will be in harmony with the general intent and purpose of the Land Development Code or building chapters

\_\_\_\_\_ (e) That granting the variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare

Variances are only authorized for height of structures, size of yard setbacks, driveway widths, street line corner clearances, property line edge clearances, landscape and tree management and flood control provisions as provided in the Land Development Code.

**A variance may not be granted for the following reasons:**

- For establishment or expansion of a use otherwise prohibited
- Because of the presence of nonconformities in the zoning district or adjoining districts
- Because of financial loss or business competition
- Because the property was purchased with the intent to develop or improve the property, and the intended development or improvement would violate the restrictions of the Land Development Code or building chapter, whether or not it was known at the time of purchase that such development would be a violation

1. (a) I hereby attest to the fact that the above supplied parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.

(b) I authorize staff from the Department of Sustainable Development to enter onto the property in question during regular city business hours in order to take photos which will be placed in the project file.

2. I/We understand that this petition becomes part of the permanent records of the Development Review Board. I/We hereby certify that the above statements and the statements or showings made in any document or plans submitted herewith are true and correct to the best of my/our knowledge.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_