

PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES

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Planning & Zoning: (386) 329-0491
Building: (386) 329-0307
Code Enforcement: (386)-329-0317
Website: www.putnam-fl.gov

Administrative Variance (Deviation) Application

1. Name of Property Owner(s): _____
2. Mailing Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
3. Phone Number(s): _____
4. Email(For Final Order Distribution): _____
5. Parcel ID Number(s): _____
6. 911 Address(es): (street) _____
(city) _____ (state) _____ (zip) _____
7. Zoning Designation: _____ Future Land Use Designation: _____
8. Current Property Use: _____
9. Size of the Property: _____ (+/-) acres
10. Type of Administrative Variance:
 - Setback Reduction – subject to limitations stipulated in LDC Section 45-836(13):
 - Applicable Property Line(s): Front
 - Side
 - Rear
 - Waterfront
 - Reduction Amount(s): From _____' to _____' | Total Reduction _____'
 - From _____' to _____' | Total Reduction _____'
- Fence:
 - Presentation Waive
 - Height Extension: _____ ft (2' Maximum)
- Screening & Buffering Requirements Other: _____
- Lighting Standards _____
- Parking Requirements _____
- Right-of-way/Easement Standards _____

Application Continued on Page Two (2)

11. Statement of Eligibility for Proposed Administrative Variance: _____

12. The proposed Administrative Variance is found to be in the public interest and where, owing to conditions peculiar to the property, a literal enforcement of the Land Development Code will result in unnecessary and undue hardship on the landowner. Please state the applicant's hardship:

13. Please use the checklist below to ensure completion of application requirements

APPLICANT STAFF N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | | Completed and Notarized Application |
| <input type="checkbox"/> | <input type="checkbox"/> | | Application Fee Paid in Full (Non-Refundable) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Site Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | | Recorded Deed(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Legal Description(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agent Designation and Agent Oath Forms (If Applicable) |

NOTICE: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit under the conditions described in paragraph 5 on page 8 of the application packet. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds for rejecting the application.

Your signature represents your agreement to pay any fees incurred for third party experts or consultants necessary to review and analyze technical submittals provided by the applicant, including but not limited to environmental assessments, housing studies, traffic studies and other level of service analyses.

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

14. Signature(s) of Property Owner(s) :

(sign)

(sign)

(print)

(print)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

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

Signature of Notary Public

NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate _____
as agent in fact for the owner(s) of parcel(s) _____

to present an application for an Administrative Variance for the above listed parcel, and to represent the owner(s) in front of the Administrative Deviation Committee (ADC) to obtain the same, and to respond to and furnish all information and data requested by said Committee.

Print name of property owner(s):

Signature(s) of property owner(s):

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

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

Signature of Notary Public

AGENT OATH AND SIGNATURE

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking an Administrative Variance and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Mailing Address: _____

Phone Number: _____

Email: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

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

Signature of Notary Public

ADMINISTRATIVE VARIANCE APPLICATION AND REVIEW PROCESS

WHAT IS AN ADMINISTRATIVE VARIANCE?

An administrative variance allows the Administrative Deviation Committee (ADC) to authorize a modification to limited portions of the Land Development Code (LDC) without the need for a public hearing before the Zoning Board of Adjustment. **Note: Please be advised, any opposition to an administrative variance could result in denial of the applicant's request.**

ELIGIBILITY

The following items are eligible for an administrative variance:

- Reduction of required setbacks:
 - Front (20' maximum reduction, minimum 10' separation from property line)
 - Side (15' maximum reduction, minimum 3' separation from property line)
 - Rear (15' maximum reduction, minimum 3' separation from property line)
 - Waterfront (5' Maximum) subject to the requirements of Article VI, Division 3 of the Putnam County Land Development Code.

Note: If the parcel has received a variance in the past, the previous setback reduction and proposed setback reduction may not exceed the aforementioned maximums.

- Fence
 - Presentation: Where there is an existing fence, wall, or continuous landscape hedge, or other circumstance on the abutting parcel making construction and maintenance difficult or impossible, this provision may be administratively waived by the Administrative Deviation Committee upon written request.
 - Height: Extend up to an additional 2 feet.
- Landscaping
 - Existing natural vegetation of sufficient height and density may be counted towards screening requirements.
 - Conditions in place on the property prior to the effective date of the LDC which prevent compliance with the buffering and screening requirements may be relaxed.

Note: Subject to interpretation by the Administrative Deviation Committee.

- Lighting Standards
 - The lighting requirements in LDC Article VII may be modified by administrative variance provided that the applicant establishes such an increase meets the standards specified in LDC Article VII, Division 9, Section 45-601.
- Parking & Loading Requirements
 - Parking requirements can be reduced depending on particular circumstances outlined in LDC Article VII, Division 7. Please review this section to see if you are eligible.
- Right-of-way and Easement Standards
 - The Administrative Deviation Committee may authorize a reduction in the width requirements of private rights-of-way or easements prescribed in Article VII, Division 11 of the Land Development Code.

Article 9, Division 4, Section 45-836(9) Issuance Criteria

Subject to the general conditions in the Land Development Code, the Administrative Deviation Committee may authorize a variance, based on substantial competent evidence that the criteria listed in (9) below are met.

(9) In order to authorize an administrative deviation, the Committee must determine whether the need for the proposed deviation arises out of the physical surroundings, shape, topographic conditions or other physical or environmental conditions that are limited to the specific property involved. The Committee shall not grant an administrative deviation unless a positive finding is made on each of the following criteria:

- a. There are practical or economic difficulties in carrying out the strict letter of the regulation;*
- b. The request is not based exclusively upon a desire to reduce the cost of developing the site, but would accomplish some result that is in the public interest, such as, for example, furthering the preservation of natural resources by saving a tree or trees;*
- c. The proposed deviation will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site and will not substantially interfere with or injure the rights of others whose property would be affected by the deviation;*
- d. The proposed deviation will not be detrimental to the public health, safety or welfare, result in additional public expense, the creation of nuisances, or conflict with any other applicable law;*
- e. The effect of the proposed deviation is in harmony with the spirit and intent of the Zoning Code.*

At the discretion of the Administrative Deviation Committee, the issuance criteria for Variances considered by the Zoning Board of Adjustment, as provided in LDC Section 45-833, may also be analyzed by the Administrative Deviation Committee in order to form a decision of any given application. At a minimum, each application for an Administrative Variance must include a written statement from the applicant addressing the issuance criteria listed in LDC Section 45-836(9).

THE PROCESS

1. Call planning staff at (386) 329-0491 about your interest in an Administrative Variance, as well as to schedule your required pre-application meeting.
2. Submit all required materials to Planning & Zoning complete and correct.
3. The application will be given a case number and scheduled for a hearing with the Administrative Deviation Committee (ADC).

Note: The current schedule for the ADC is posted at the office of the Planning and Development Services Department.

4. Staff will notify:
 - a. All property owners adjacent to the subject parcel(s) via US Mail.
 - b. Post signs along the right-of-way of the subject parcel(s) as notice of the public hearings.

5. Staff will conduct at least one site visit to the parcel that is the subject of the application. While staff will only be reviewing the site as it pertains to the Administrative Variance, you may request that you be present when the site visit occurs. Site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The express purposes of the site visit is to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed Administrative Variance for consistency with the Comprehensive Plan and compliance with County Ordinances.

Note: Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

6. You will receive a copy of a staff report, prior to the ADC public hearing, which analyzes the application for consistency with the applicable objectives and policies of the Putnam County Comprehensive Plan and County Ordinances.

Note: Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.

7. There will be one hearing before the ADC to review any requested Administrative Variance. The ADC hearing is conducted in the following fashion:
 - a. The case number will be called for discussion.
 - b. Staff will present the staff report to the Board/Committee.
 - c. Those who are in favor will be given the opportunity to share their views and evidence. The applicant will be given the first opportunity to speak in favor of their application.
 - d. Those who are in opposition of the application are given the opportunity to speak.
 - e. The Board/Committee will close public comments and deliberate.
 - f. After deliberation, the Board/Committee will vote. If the ADC denies the application, the applicant will be notified of their right to appeal.

REQUIREMENTS

COMPLETED APPLICATION: A complete, correct, signed and notarized application. All applications will be required to comply with all submittal requirements and where applicable and necessary additional submittal requirements as specified by the Planning & Development Services Executive Director or designee.

APPLICATION FEES – The Putnam County Board of County Commission establishes fees. See fee schedule. Fees are subject to change at any time by resolution of the Board of County Commissioners.

IN ADDITION TO THE APPLICATION FEE, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY FEES INCURRED FOR THIRD PARTY EXPERTS OR CONSULTANTS NECESSARY TO REVIEW AND ANALYZE TECHNICAL SUBMITTALS PROVIDED BY THE APPLICANT, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL ASSESSMENTS, HOUSING STUDIES, TRAFFIC STUDIES AND OTHER LEVEL OF SERVICE ANALYSES.

SITE PLAN – Site plan must be provided on a sheet of paper no smaller than 11" x 17" and must be legible. Failure to provide a site plan with all required details will result in a finding that the application is insufficient. Insufficient applications will not be scheduled for public hearings until they are made sufficient. The site plan shall include the following per LDC Section 45-1082:

- a) Name, location and owner.
- b) Present zoning.
- c) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
- d) Date, north arrow and graphic scale.
- e) Location, number, dimension and surface type of all proposed parking areas and loading areas.
- f) Location, size and design of landscaped areas and building screens or architectural enclosures.
- g) The location of all existing and proposed structures and major features and complete dimensions of same. Also included shall be setbacks, distances between structures, floor areas, width of driveways, property or lot lines and the percentage of the property covered by structures.
- h) Location and acreage of open space, recreational, recharge and landscaped areas.

RECORDED DEED - A copy of the recorded deed(s) to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description of the area for subject of this application must be provided, if the area is different from the legal description in the deed to the property.

AGENT DESIGNATION AND AGENT OATH FORMS – These forms are applicable if the applicant(s) chooses to designate an agent other than an applicant to represent them at the public hearings.