



**VILLAGE OF EL PORTAL  
VILLAGE CLERK'S OFFICE  
500 N.E. 87<sup>TH</sup> STREET  
EL PORTAL, FLORIDA 33138  
(305) 795-7880 (PHONE)  
(305) 795-7884 (FAX)**

## **VARIANCE REQUEST CHECKLIST**

The following is a checklist of applicant requirements for submitting a variance request to the Planning & Zoning Board/Village Council. Retain the completed copy for your records.

- \_\_\_\_\_ 1. **LETTER OF INTENT:** (One (1) Original & Seven (7) Copies) Fully describes what the applicant is requesting, justification for the request, and steps taken to mitigate any negative impacts to neighbors or the surrounding properties.
- \_\_\_\_\_ 2. **APPLICATION:** (One (1) Original & Seven (7) Copies) Must be fully completed, signed and notarized by the applicant and property owner.
- \_\_\_\_\_ 3. **SURVEY:** (Eight (8) Copies 8.5 X 11 Unless Otherwise Requested) A recent survey of the property showing the location of the improvements that the applicant is requesting.
- \_\_\_\_\_ 4. **PLANS, SKETCHES, COLOR PHOTOS:** (Eight (8) Copies 8.5 X 11 Unless Otherwise Requested) A graphical representation of the requested improvement, clear enough that height, color, size, and construction materials can be determined.
- \_\_\_\_\_ 5. **COLLATE ITEMS:** Collate items 1-4 into eight (8) separate packets as follows: five (5) for the Village Council, two (2) for the Village Clerk, one (1) for the Building Official and the original for the public file.
- \_\_\_\_\_ 6. **FILING FEE:** \$25.00
- \_\_\_\_\_ 7. **VARIANCE FILING FEE:** Single Family \$200.00; Multifamily \$600.00; Commercial \$600.00
- \_\_\_\_\_ 8. **REIMBURSEMENT COSTS:** To be determined by the Village Clerk, specifically calculated to reimburse the Village for postage, printing, copying and any other related costs. A listing of reimbursement costs for filing a variance can be found on the Variance Request Fee & Reimbursement page.

*The applicant must submit the completed packets to the Village Clerk at least four (4) weeks prior to the next Planning & Zoning Committee Meeting in order to be placed the agenda. All fees and reimbursement costs must be paid before the hearing date. As per the Village Code, the residents within 375 feet of the property and the public in general must be noticed 15 days prior to the meeting date.*



## ADMINISTRATIVE VARIANCE APPLICATION

*When approved, this variance must be validated through issuance of a valid Building Permit.*

This application and supporting documents are submitted by:

\_\_\_\_\_  
(Owner of Property)

Application is made for:

\_\_\_\_\_  
\_\_\_\_\_

(Type of variance requested)

Property address and legal description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OWNER AFFIDAVIT

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the legal owner of record of the property described and which is the subject of the proposed administrative variance, and that all statements and representations made are true and correct.

I acknowledge that I am subject to penalties of law, including the laws on perjury, and to possible revocation of this variance for any false or misleading statements in this application.

Sworn to and subscribed to  
before me this \_\_\_\_ day  
of \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
Commission Expires

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## VARIANCE REQUEST FEES/REIMBURSEMENTS

The following is a list of applicant fees for submitting a variance request to the Planning and Zoning Board/Village Council.

Filing Fee: \$25.00

All plans and specifications filed with the office as required by section 5-18 of the Village Code shall be accompanied by a filing fee of \$25.00 (Appendix to Chapter 5 Permit Fee Schedule: CD5:25)

### Zoning Fees:

Single Family Variance	\$200.00
Multifamily Variance	\$600.00
Commercial Variance	\$600.00

Zoning fees, Section 1, Schedule of Requests: Fees (Appendix to Chapter 5 Fee Schedule; CD5:33)

### Reimbursement Costs:

Certified/Return Receipt Letter to Applicant	\$5.21
Letter to Notify Residents with 375 feet	\$0.75

Section 24-56. Public hearings: fees. Any applicant requesting and obtaining a public hearing on an application for change of zoning or other amendment to this chapter, site plan or special exception approval, or for a variance pursuant to this chapter, shall pay to the Village Clerk upon the adoption of the resolution calling the public hearing required hereby, the sum specified in the village fee ordinance as cost of advertising, publishing, and mailing the notices required by this chapter. (Ord. No. 198, 3-13-90)

Variance fee payments are to be made out to the Village of El Portal.

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**TO BE FILLED OUT BY THE VILLAGE CLERK**

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**Assigned Variance Number:** 2011-\_\_\_\_\_

**Total Fee/Reimbursement Costs:** \$\_\_\_\_\_

**Fully Paid Variance Fees/Reimbursements:** \_\_\_\_\_  
Village Clerk Signature

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