



TOWN OF SURFSIDE
ADMINISTRATIVE VARIANCE APPLICATION

The Administrative Variance procedure shall be used for a variance from the provisions of the Zoning Code applying to setbacks for single-family structures only. The maximum amount of the wavier is up to, but not greater than, five (5) percent for a side yard and ten (10) percent for a rear yard. No Administrative Variance shall be allowed for a front yard or corner yard.

A complete submittal includes all items on the "Submission Checklist for Administrative Variance Application" document as well as completing this application in full. The owner and agent must sign the application with the appropriate supplemental documentation attached. Please print legibly in ink or type on this application form.

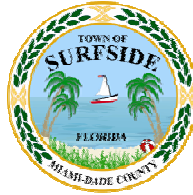
<u>PROJECT INFORMATION</u>	
OWNER'S NAME	
PHONE / FAX	
AGENT'S NAME	
ADDRESS	
PHONE / FAX	
PROPERTY ADDRESS	
ZONING CATEGORY	
DESCRIPTION OF VARIANCE REQUESTED (please use separate sheet if necessary)	

<u>INTERNAL USE ONLY</u>	
Date Submitted	Project Number
Report Completed	Date
Comments	

<u>ZONING STANDARDS</u>		Required	Provided
Lot Coverage			
Setbacks (Rear/Side)	Rear:	Side:	Rear: Side:
Pervious Area			

SIGNATURE OF OWNER _____ DATE _____

SIGNATURE OF AGENT _____ DATE _____



TOWN OF SURFSIDE
SUBMISSION CHECKLIST
ADMINISTRATIVE VARIANCE APPLICATION

The Administrative Variance procedure shall be used for a variance from the provisions of the Zoning Code applying to setbacks for single-family structures only. The maximum amount of the wavier is up to, but not greater than, five (5) percent for a side yard and ten (10) percent for a rear yard. No Administrative Variance shall be allowed for a front yard or corner yard.

Project Name _____ **Project Number** _____
Review Date _____

SUBMITTAL REQUIREMENTS FOR REVIEW (Permit clerk shall initial if item has been submitted):

- Completed "Administrative Variance Application" form
- The written consent of all the owners of all adjacent or abutting lots to the subject property
- The written consent of all utilities and/or easement holders if the proposed work encroaches into any easements
- Survey less than one (1) year old (including owner's affidavit that no changes have occurred since the date of the survey). A survey over one (1) year is sufficient as long as the property has not changed ownership and the owner provides an affidavit that no changes change occurred since the date of the survey.
- Recent photographs of the subject property and all abutting, diagonal and fronting properties visible from the street. (to be provided prior to Design Review Board Meeting)
- Site Plan (Minimum scale of 1" = 20').
 - ✓ Ten (10) full sized sets of complete design development drawings (24" x 36" sheets) signed and sealed
 - ✓ Eight (8) reduced sized copies of the plans (11" x 17" sheets) (to be provided prior to Design Review Board Meeting)

Please show / provide the following:

- Tabulations of total square footage, lot coverage, setbacks and acreage
- Entire parcel(s) with dimensions and lot size in square feet
- Existing and proposed buildings with square footage
- Buildings to be removed
- Setbacks
- Dimensions and locations of all existing and proposed right-of-ways, easements and street frontage, including sidewalks, curb and gutter and planting strips



All existing and proposed site improvements, including, but not limited to, all utilities, retaining walls, fences, decks and patios, driveways and sidewalks, signs, parking areas, and erosion control features

Location of all existing and proposed trees, vegetation, palms and note tree species

Locations and dimensions of parking spaces and lot layout

Driveway entrance width and setbacks from property line

Map indicating the general location of the property.

- Written Narrative of request that addresses each of the following standards of review:**
 1. That the requested variance maintains the basic intent and purpose of the subject regulations, particularly as it affects the stability and appearance of the Town;
 2. That the requested variance is otherwise compatible with the surrounding land uses and would not be detrimental to the Town;
 3. That the requested variance represents the minimum amount reasonably necessary to accommodate the requested action.
 4. That the requested variance is consistent with the Goals, Objectives and Policies of the Town's Comprehensive Plan.

- Such additional data, maps, plans, or statements as the Town may require to fully describe and evaluate the particular proposed plan.