



**FOR OFFICE USE ONLY**

Application No. \_\_\_\_\_ V - \_\_\_\_\_

Date Submitted: \_\_\_\_\_ 20\_\_\_\_

Date Filed: \_\_\_\_\_ 20\_\_\_\_

Set for Public Hearing on: \_\_\_\_\_ 20\_\_\_\_

**TOWN OF ORANGE PARK**

**APPLICATION FOR ZONING VARIANCE**

**A. PROJECT**

1. Address of Subject Property: \_\_\_\_\_
2. Between Streets: \_\_\_\_\_ And \_\_\_\_\_
3. Parcel ID Number(s): \_\_\_\_\_
4. Existing Use of Property: \_\_\_\_\_
5. Zoning Designation: \_\_\_\_\_ Future Land Use Designation: \_\_\_\_\_
6. Land Area (Acres): \_\_\_\_\_ Date lot was recorded: \_\_\_\_\_

**B. APPLICANT**

1. Name of Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_
2. Name of Authorized Agent(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**C. STATEMENT OF VARIANCE SOUGHT**

1. Requested Variance: \_\_\_\_\_
2. Section of Zoning Code from which the Variance is sought: \_\_\_\_\_
3. Reason Variance is requested: \_\_\_\_\_
4. Statement of facts for requested variance

Section 02.08.14.02 Ordinance Code, provides that the Planning and Zoning Board may grant a variance from the terms of the zoning ordinance as will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions of the ordinance would result in unnecessary and undue hardship. In order to authorize any variance from the terms of the ordinance the applicant must show and the board must find:

(Please provide answers to the following questions. You may attach a separate sheet if necessary. These facts will be used by the staff to make a recommendation to the Planning and Zoning Board in making their decision.)

(i). That special conditions and circumstances exist because of size, shape, topography or other physical conditions which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district;

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(ii). That the special conditions and circumstances do not result from the actions of the applicant;

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(iii). That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, buildings or structures in the same zoning district;

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(iv). That literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant;

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(v). That the variance granted is the minimum variance that will make possible the reasonable use of land, building;

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(vi). That the grant of the variance will be in harmony with the general intent and purpose of the ordinance and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

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(vii). In passing upon a request for variance, the board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the board by variance permit to be established or carried on in any use district an activity, business, or operation which is not otherwise allowed in such district by a specific provision of this ordinance (see section 2.02.02.124).2

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**D. ATTACHMENTS (One hard copy or one copy in PDF format)**

1. Copy of Warranty Deed or other proof of ownership
2. Legal Description (may be either lot and block or metes and bounds)
3. Survey or Site Plan indicating setback, proposed construction and requested variance.

**E. FILING FEES**

1. Application Fee: **\$1,000**
2. The applicant is responsible to pay the cost of notifications (per addressee within 300 feet of the subject property), advertising and signs.

**NOTICE TO THE APPLICANT / OWNER**

No application will be accepted as "Complete and filed" until all the requested information has been supplied and the required fee has been paid.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

The required signs will be posted on the property at least 15 days prior to the public hearing. The Sign(s) must remain posted and maintained until a final determination has been made on the application.

**I/We hereby certify and acknowledge that I have read and understand** the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Authorized Agent**

\_\_\_\_\_  
 Typed or printed name and title of applicant

\_\_\_\_\_  
 Typed or printed name of authorized agent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_, who is/are personally known to me, or has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

\_\_\_\_\_  
 Signature of Notary Public, State of \_\_\_\_\_