



Bradford County
Building, Zoning & Planning
945-F North Temple Ave.
Starke, FL 32091
Phone: 904-966-6213 / 904-966-6223
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INSTRUCTIONS FOR FILING VARIANCE
BRADFORD COUNTY

- ❖ A variance is a relaxation of the terms of the Land Development Regulations where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property or structures thereon so that the spirit of the Land Development Regulations shall be observed and substantial justice done. Establishment or expansion of a use otherwise prohibited or not permitted shall not be allowed by variance.
- ❖ Application may be filed by the property owner or his/her authorized agent at the Bradford County Zoning Office, North Wing of the Bradford County Courthouse, Starke Florida, at least 25 days prior to the public hearing of the Board of Adjustment
- ❖ The applicant/agent shall fill out the application. If agent represents owner please attached notarized letter of authorization to application. All names on the deed must sign authorized letter or application
- ❖ The NON-REFUNDABLE fee for filing for a variance is \$500.00
- ❖ The Zoning Director shall post sign(s) on the property for variance. The sign(s) shall be posted not less than 10days prior to the scheduled hearing by the Board of Adjustment. The sign(s) shall be erected on each street side of property. Once hearing is over the sign(s) needs to be removed.
- ❖ On site investigations of the sign(s) will be made by the Zoning Office and pictures taken at that time. Failure to post sign(s) in a timely manner will prohibit application from being heard at the meeting.
- ❖ Any citizen will have the opportunity to be heard at the hearing, and are normally allowed five (5) minutes to speak. The application will be granted or denied at this meeting. If you think you may want to appeal the decision of the Board, you will need a record of the proceedings, and for such purpose you should ensure that verbatim record of the proceedings is made at your expense, which record includes the testimony and evidence upon which the appeal is based.
- ❖ The Zoning office will place a legal notice of the time and place of the public hearing in the Bradford County Telegraph at least 10 days prior to the hearing.
- ❖ The following information is required to be submitted along with the application.
- ❖ Copy of Deed / Written request for variance from the terms of the LDR indicating the section of the LDR from which the variance is sought and stating the grounds on which it is requested, with particular reference to the types of findings which the Board of Adjustment must base the decision on.
- ❖ Copy of Plot Plan (Scale 1"= 100')

CONDITIONS FOR GRANTING VARIANCE

- ❖ Special conditions and circumstances exist 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.
- ❖ The special conditions and circumstances do not result from the actions of the applicant.
- ❖ Granting the variance requested will not confer on the applicant/agent any special privilege that is denied by these Land Development Regulations to other lands, buildings, or structures in the same zoning district.
- ❖ Literal interpretation of the provisions of these Land Development Regulations would deprive the applicant/agent of rights commonly enjoyed by other properties in the same zoning district under the terms of these Land Development Regulations and will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of actions of the applicant/agent, a literal enforcement of these Land Development Regulations would not result in unnecessary and undue hardship.
- ❖ The variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.
- ❖ The grant of the variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of actions of the applicant/agent, a literal enforcement of these Land Development Regulations would not result in unnecessary and undue hardship.

**BRADFORD COUNTY
VARIANCE
APPLICATION**

Name of Property Owner: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Title Holder's Representative (Agent), if applicable: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

A Variance is requested in conformity with the Land Development Regulations to permit a variance from _____

LEGAL DESCRIPTION: (attach exact legal of property to be changed)

Parcel Number: _____

Section: _____ Township: _____ Range: _____

Location (911 Address): _____

Total acreage of land to be considered under this petition: _____

Present Use of Land: _____
(Commercial, Industrial, Residential, Agricultural, etc.)

Future Land Use Plan Map Category: _____

Zoning District: _____

A previous petition for a variance:

_____ was made with respect to these premises

Application No: _____

_____ was not made with respect to these premises

I HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS CONTAINED IN ANY DOCUMENTS OR PLANS SUBMITTED HERewith ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant/Agent Name (Type or Print)

Applicant/Agent Name (Type or Print)

Applicant/Agent Signature

Applicant/Agent Signature

Date

Date

VARIANCE APPLICATION FEE IS NON-REFUNDABLE

FOR OFFICE USE ONLY-PLEASE DO NOT WRITE BELOW THE LINE:

Date Filed: _____

Variance Petition No: _____

Fee Amount: _____

Receipt No: _____

Date of Board of Adjustment Public Hearing: _____

Date Notice Published: _____

Newspaper: _____

BRADFORD COUNTY TELEGRAPH

Board of Adjustment decision: _____

Granted/Denied

Board of Adjustment Chairman Signature: _____