



**CITY OF SANFORD HISTORIC PRESERVATION BOARD**  
**APPLICATION FOR A**  
**VARIANCE TO SCHEDULE S**  
*P.O. Box 1788, Sanford, FL 32772-1788*  
*Phone: 407.302.5805 Fax: 407.330.5679*

Please answer all the questions on the application form and submit all required attachments. Incomplete applications cannot be reviewed and will be returned to you for more information. You are encouraged to contact the preservation planner at 407.302.5805 to make sure your application is complete.

**1. General Information**

Property Owner: \_\_\_\_\_ Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Downtown Commercial Historic District:       Residential Historic District:

This application is filed in response to a notice from the Code Enforcement Department.

I certify that all information contained in this application is true and accurate to the best of my knowledge.

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Description of Proposed Variance:** Please state what is required by the regulations, what you are proposing and the variance that is being requested:

<u>Required</u>	<u>Proposed</u>	<u>Variance</u>

The variance approval is valid for six months unless otherwise noted

**OFFICIAL USE ONLY**

Historic Preservation Board Meeting Date: \_\_\_\_\_

Application is Approved \_\_\_\_\_ Approved with Conditions \_\_\_\_\_ Denied \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

3. Compliance with Variance Criteria (Section 7. E., Schedule S)

Is there an extreme hardship (not including loss of profit)?  Yes  No  
If yes, please explain the nature of the hardship.

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If no hardship exists, please describe how the proposal is consistent with the following criteria (use additional paper, if necessary):

The hardship is not self-created:

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The modification would not confer the applicant a special privilege normally denied by this schedule to other properties in the district:

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The variance is consistent with the architectural style of the structure:

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The variance is in harmony with the purpose and intent of Schedule S:

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4. Documentation: In order to be reviewed by the Historic Preservation Board, variance applications must be complete. The documentation listed below must be submitted with the application form. 11 copies of all drawings larger than 11" X 17" and 11 copies of all photos must be submitted.

Dimensional Variances:

- Current Survey of the property.
- A dimensioned site plan of the property showing all existing structures and their setbacks, all property lines, dimensions of proposed structures and their proposed setbacks.
- Elevation drawings to scale of the proposed development (addition, new construction, fence, etc.)
- A description of the materials that will be used in the project.
- Photos of the area in which the variance will occur including neighboring property (11 copies of each photo must be submitted).

Variances to Building Materials:

- Description and/or samples of materials to be used.
- Dimensioned drawing of proposed construction.
- Elevation drawing to scale of the building façade where the variance will occur (if applicable).
- Photos of building facades where replacement will occur.
- Photos of existing materials.

The Historic Preservation Board Meets on the fourth Thursday of every month at 5:30 PM in the City Commission Chambers, 1<sup>st</sup> floor, 300 N. Park Avenue.

The property which is the subject of the variance must be posted with a notice (obtained from the Planning Department) for 10 consecutive days prior to the Historic Preservation Board meeting.

Applications must be submitted a minimum of 10 business days prior to the meeting.