Requirements for Variance Applications
City of Sanford, Florida

Under no circumstance shall the provisions of this section be construed to mean that any provisions, requirements and/or regulations contained within the Land Development Regulations can be waived or reduced which may reasonably be complied with by the applicant.

1. **Completed application form** - All blanks are to be filled in by applicant, including the tax parcel number and a printout from the Seminole County Property Appraisers Office.

2. **Written Explanation/Justification** - In granting a variance, the Planning and Zoning Commission or the Administrative Official must make specific affirmative findings respecting each of the matters specified below and may prescribe appropriate conditions and safeguards, including requirements in excess of those otherwise required by the Land Development Regulations which shall become a part of the terms under which a Site Development Permit and Certificate of Completion shall be issued. Appropriate conditions may be prescribed to ensure that the purposes of these regulations are carried out and to ensure that the variance granted is the minimum necessary to allow reasonable use of the land, structures and improvements.

It shall be the burden of the applicant to prove compliance with said standards. In writing, explain how and why your request meets the City's standards below:

Article V, Section 5.1 B. Standards for Consideration for Variances

Before any variance may be granted, the Planning and Zoning Commission or Administrative Official shall find that the variance would relieve a practical difficulty or undue hardship caused by a strict application of the regulations provided that the variance is occasioned by:

1. 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 district.

2. The literal interpretation of the provisions of the land development regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the land development regulations.

3. The special conditions and circumstances do not result from the actions of the applicant.

4. Granting the variance will not confer on the applicant any special privilege that is denied by the land development regulations to other lands, structures, or buildings in the same district.

5. The reasons set forth in the application justify granting the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.

6. The granting of the variance will be in harmony with the general purpose and intent of the land development regulations and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

3. **Site Survey** - All applications requesting a reduction in required dimensions shall be accompanied by a survey of the parcel prepared by a surveyor registered in the State of Florida.

4. **Application fee** - Payable to the City of Sanford