



Bradford County ~ City of Starke
Building, Zoning & Planning
P.O. Box 1148 ~ 945-F North Temple Ave.
Starke, FL 32091
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INSTRUCTIONS FOR FILING VARIANCE
CITY OF STARKE

- ❖ 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 30 days prior to the public hearing of the Board of Adjustment which meets the 4th Thursday of each month.
- ❖ The applicant/agent shall fill out the application. If agent represents owner please attached notarized letter of authorization to application. All names listed on the deed, must sign letter of authorization or the application.
- ❖ The NON-REFUNDABLE fee for filing for a variance is \$750.00
- ❖ The applicant/agent shall post sign(s) on the property for variance. The applicant/agent shall post the Sign(s) not less than 10 days prior to the scheduled hearing by the Board of Adjustment. The Sign(s) shall be erected on each street side of property. Sign(s) will be given to applicant/agent at time application is made. 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. 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 Zoning Office will also notify by mail the property owners within 300 ft of the request, 10 days prior to the hearing.
- ❖ The following information is required to be submitted along with the application.
 - ❖ Copy of Deed:
 - ❖ Copy of survey and a map from the Property Appraiser's reflecting boundaries of the property:
 - ❖ Sketch plan drawn to appropriate scale showing property as it is intended to be developed or modified:
 - ❖ List of property owners within 300 ft. of property (can be obtained from the Property Appraisers Office):

**CONDITIONS FOR
GRANTING VARIANCE OF THE CITY OF STARKE LAND DEVELOPMENT CODE**

- ❖ Special circumstances exist that are peculiar to the particular land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same zoning district.
- ❖ A literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this Code.
- ❖ The special circumstances are not a result of the actions of the applicant.
- ❖ Granting the variance requested will not confer upon the applicant any special privilege that is denied by this Code to other lands, structures, or buildings in the same district.
- ❖ The existence of nonconforming uses of neighboring land, buildings, or structures in the same district or of permitted or nonconforming uses in other districts not constitute the reason for the required variance.
- ❖ The variance required is the minimum variance that will make possible the reasonable use of the land, building, or structure.
- ❖ The requested variance will be in harmony with the general purpose and intent of this Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
- ❖ The variance is not a request to permit a use of land, building, or structure not permitted by right or by special exception in the district involved.
- ❖ There are practical or economic difficulties in carrying out the strict letter of the Code.
- ❖ The variance request is not based exclusively upon a desire to reduce the cost of developing the site.
- ❖ The proposed variance will not substantially increase congestion on surrounding Public Street, the danger of fire, or other hazard to the public.
- ❖ The proposed variance will not substantially diminish property value in, nor alter the essential character of, the area surrounding the site.
- ❖ Compliance with the subdivision regulations would cause unusual or extraordinary difficulties because of exceptional and unique conditions of topography, access, shape, size, drainage, or other physical features of the site.

**CITY OF STARKE
VARIANCE
APPLICATION**

Name of Applicant (s): _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

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

Address: _____

City, State, Zip Code: _____

Telephone: _____

A Variance is requested inconformity with the Land Development Code to permit a variance from:

Parcel Number: _____

Location (911 Address): _____

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

Present use of land: _____

Commercial, Industrial, Residential, Agricultural. Vacant, etc.

Future Land Use Plan Map Category: _____

Zoning District: _____

A previous application for variance:

_____ was made with respect to these premises Application Number _____

_____ was not made with respect to these premises.

I DO HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND 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 THIS LINE:**

Date Filed: _____

Variance Application No: _____

Fee Amount: _____

Receipt No: _____

Date of Board of Adjustment Public Hearing: _____

Date notice published: _____

Newspaper: _____

BRADFORD COUNTY TELEGRAPH

Date to Post Sign: _____

Board of Adjustment Decision: _____

(Granted / Denied)

Board of Adjustment Signature: _____