



CITY OF GREENACRES
APPLICATION FOR
VARIANCE

INSTRUCTIONS TO APPLICANT:

1. Answer all questions completely.
2. A filing fee in the amount of Two Hundred Twenty Dollars (\$220.00) and advertising fees in the amount of Two Hundred Dollars (\$200.00) for Residential Uses **OR** Five Hundred Fifty Dollars (\$550.00) and advertising fees in the amount of Two Hundred Dollars (\$200.00) for Non-Residential Uses must accompany this application. **Since advertising costs vary, the final amount will be reconciled upon receipt of invoice from the newspaper.**
3. Provide required attachments (warranty deed, survey, list of property owners and plans) as shown on the attached checklist.

1. **PROJECT NAME:** _____

2. **AGENT'S NAME:** _____

ADDRESS*: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

3. **OWNER'S NAME:** _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

4. ***CORRESPONDENCE ADDRESS:** *(If different than agent or owner)*

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

****This is the address to which all agendas, letters and other materials will be forwarded.****

5. **SITE ADDRESS:** _____

6. **PARCEL IDENTIFICATION NUMBER(S):** _____

7. **PROPERTY SIZE:** (Square feet/Acres) _____

8. **EXISTING USE OF PROPERTY:** _____

9. **EXISTING ZONING OF PROPERTY:** _____

10. **A VARIANCE IS REQUESTED FROM ARTICLE _____, SECTION _____ OF THE CITY OF GREENACRES ZONING REGULATIONS.**

11. **DESCRIBE VARIANCE REQUESTED:**

12. **PETITIONERS STATEMENT:** (Explanation, extent and nature of your request)
Provide attachments as necessary

13. **APPLICANT'S STATEMENT(S) OF JUSTIFICATION FOR EACH VARIANCE REQUEST:**

The applicant is to explain how the request conforms to the following findings:

- A. That 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.

THE APPLICANT(S) AFFIRM AND CERTIFY THAT THE INFORMATION SUPPLIED ON THIS APPLICATION IS COMPLETE AND ACCURATE, AND THAT THE REQUEST FOR VARIANCE, IF APPROVED, WILL BE COMPLETED AND THE PREMISES USED AS STIPULATED BY THE ZONING BOARD OF ADJUSTMENTS AND APPEALS REGARDING THIS REQUEST.

Signature of Applicant

Date

OWNER (If other than above):

I have read and familiarized myself with the contents of this application and do hereby consent to it being submitted and processed.

Signature of Owner

Date

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____,

by _____, who is personally known to me, or who has produced _____ as identification.

Notary Seal

Notary Public, State of Florida

Notary Name (Typed, Stamped or Printed)

Commission No.: _____

My Commission Expires: _____



**CITY OF GREENACRES
APPLICATION FOR VARIANCE**

AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF PALM BEACH)
CITY OF GREENACRES)

BEFORE ME THIS DAY PERSONALLY APPEARED _____, WHO BEING
DULY SWORN, DEPOSES AND SAYS:

THAT THE ACCOMPANYING LIST OF PROPERTY OWNERS, MAILING ADDRESSES AND
LEGAL DESCRIPTIONS OF ALL PROPERTY WITHIN 300 FEET OF THE BELOW
DESCRIBED PARCEL OF LAND IS, TO THE BEST OF HIS/HER KNOWLEDGE, COMPLETE
AND ACCURATE AS RECORDED IN THE LATEST OFFICIAL TAX ROLLS IN THE PALM
BEACH COUNTY COURTHOUSE.

THE SUBJECT PROPERTY IS LEGALLY DESCRIBED AS FOLLOWS:

SEE ATTACHED

FURTHER AFFIANT SAYETH NOT.

Signature

SWORN TO AND SUBSCRIBED BEFORE ME this _____ of _____, 20____

by _____, who is personally known to me or has
produced

_____ as identification and who did (did not) take an oath.

(Notary's Signature)

MY COMMISSION EXPIRES: _____



CITY OF GREENACRES

VARIANCE SUBMITTAL CHECKLIST

CITY USE		
YES	NO	N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Application Review and Advertising Fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Completed application signed by owner and applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Copy of Warranty Deed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. A signed and sealed survey (not more than a year old) and legal description of the property, including any and all easements of record (referenced by OR Book and page), prepared by a surveyor registered in the State of Florida. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Copies of Survey: <ul style="list-style-type: none">• Seven (7) copies (24" x 36")• One (1) set (11" x 17"). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. A list of all property owners within a 300' radius of boundary lines of the subject property and a vicinity map delineating the proposed area and its boundaries from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Executed affidavit signed by the person responsible for completing the property owner list. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. A set of STAMPED (<i>meter stamps not acceptable</i>), plain envelopes with the typed names of the owners within a 300' radius of the boundary lines of the subject property. No return address. |



THE VARIANCE PROCESS
City of Greenacres
Planning and Engineering Department

