

AV

Village of Palmetto Bay  
APPLICATION FOR VARIANCE (ADMINISTRATIVE)



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

Application No: \_\_\_\_\_

Petitioner / Applicant: \_\_\_\_\_

Petitioner / Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Petitioner's Relation to Subject Property: \_\_\_\_\_

If Petitioner is not Owner, Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Signature of Petitioner: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Folio: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

- Letter of Intent outlining the variance request and how the request meets the review criteria in Section 30-30.3(d)(5) of the Village's Land Development Regulations.
- Current Survey of Site including legal description
- Building elevations, site plan, and landscape plan, if applicable
- Signature approval card signed by contiguous neighbors (required)

**OWNER / AGENT CERTIFICATE:**

This is to certify that I am the owner/agent of the subject lands described above in the application for variance, and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner/agent specifically agrees to allow access to described property at reasonable times by Village personnel, for the purpose of verification of information provided by owner/agent.

Signature of owner/agent: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ .

He/She is personally known to me or

He/She has presented \_\_\_\_\_ as identification.

Signature of Notary Public \_\_\_\_\_

Type or Print Name \_\_\_\_\_

**FOR STAFF USE ONLY**

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Final Review Date: \_\_\_\_\_ ( ) Approved ( ) Denied ( ) Approved with conditions