



THE VILLAGE OF NORTH PALM BEACH
 COMMUNITY DEVELOPMENT DEPARTMENT
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
 PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

VARIANCE APPLICATION

Date Received

To Be Completed by the Village of North Palm Beach Staff				
Received By				
Fee Paid (\$500 minimum, check Yes or No)	YES		NO	
Completed Documentation (see page 2)	YES		NO	

DEADLINE: Submission and fee must be received by 3:00 PM on the day of the deadline. Refer to the Community Development Department for submission deadlines. To ensure quality submittal, this project will only be added an agenda when a complete submission has been provided to the department. Incomplete submittals will not be accepted.

Subject to compliance with the public notice requirements for development applications and approvals set forth in Section 21-3(a) of the Village Code of Ordinances (see page 2).

Project Number

PROPERTY INFORMATION		
Street Address:	PCN Number:	Zoning District:
Subdivision:	Block:	Lot:
Representative or Agent's interest in property (Owner, Lessee, Etc):		
Date of Pre-Application Meeting Requested:		
Has a previous application been filed?		
Project Name:		
Owner's Representative or Agent	Landowner (Owner of Record)	
Business Name (if applicable):	Business Name (if applicable):	
Print Name and Title:	Print Name and Title:	
Signature:	Signature:	
Date:	Date:	
Street Address:	Street Address:	
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip:	
Phone Number:	Phone Number:	
Email:	Email:	

****All information submitted in connection with this application becomes a permanent part of the public records of the Village of North Palm Beach****

DOCUMENTATION CHECKLIST

Provide one (1) electronic copy and two (2) hard copies of the following application materials:

	Completed application with owner and applicant/agent signatures
	Proof of property ownership (in the form of a copy of an original recorded deed or title insurance policy)
	Accurate, certified topographic survey of the property and adjacent road(s) with crown spot grades. Elevations must reference NAVD88 Datum.
	Legal description in Word format, including the PCN number
	Narrative describing what is being requested, location of requested variance, and a point-by-point response to each Review Criteria. Narratives must be on letterhead, dated, and with author signature.
	Plat Showing property dimensions, easements, lot and block number
Scaled site/ landscape plan showing:	All site conditions, proposed work, dimensions of all structures, setbacks, and parking
	A data table must be included identifying site address, zoning, land use, setbacks, FAR and all applicable land development regulations
	Clear identification of requested items for variance with dimensions
	Floor Plan(s) identify the finished floor elevation
	Photographs, renderings, or additional evidence regarding the request
	Copy of any submerged land lease, if existing, complete with all addendums (if applicable)
	Financial Responsibility Form
	Digital submittal in PDF format of all of the above (via CD or USB drive)

Applications for Variance shall demonstrate that the respective Review Criteria is being met.

Below is a summary of Section 21-21(c)(2). For the complete language, please refer to the Code of Ordinances).

To authorize such variances from the terms of this code as will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions of the ordinance would result in unnecessary and undue hardship. In order to authorize any variance, the Planning Commission, acting as the Board of Adjustment, must find:

	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 zoning district;
	That the special conditions and circumstances do not result from the actions of the applicant;
	That granting the variance requested will not confer on the applicant any special privilege that is denied by the ordinance to other lands, buildings or structures in the same zoning district;
	That literal interpretation of the provisions of the subject ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant;
	That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure;
	That the grant of the variance will be in harmony with the general intent and purpose of the ordinance and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare

Under no circumstances shall the Board of Adjustment grant a variance to permit a use not generally permitted in the zoning district involved or any use expressly or by implication prohibited by the terms of the ordinance in the zoning district.

No nonconforming use of neighboring lands, structures or buildings in the same zoning district and no permitted use of lands, structures or buildings in other zoning districts shall be considered grounds for the authorization of a variance.

Public notice requirements for Variance applications and approvals [Sec. 21-3(a)]

Planning Commission/LPA/Zoning Board of Adjustment**

Mail*	Newspaper*	Post*
7	7	10

* Number of calendar days prior to date of public hearing.

** The notice requirements for variances shall include all variances relating to the zoning code (Chapter 45), the dock and waterway regulations (Chapter 5), and the sign regulations (Chapter 6).

REQUIRED SIGNATURES

By signing below, the undersigned certifies that I have read and understand the requirements for my property and that all of the information contained in this application and all documents submitted are true to the best of my knowledge and belief. Furthermore, I understand that the application (and all attachments) become part of the official records of the Village of North Palm Beach and will not be returned and that all review fees are non-refundable. **Note: Property owner signature REQUIRED if statement of authority and/or written consent is not attached. Statement of authority and/or written consent is required for all agents and/or applicants from the property owner.**

Signature(s) of property owner(s)

Print Name

Date

The foregoing was sworn to, subscribed and acknowledged before me this _____ day of _____, 20_____, by means of physical presence / online notarization by:

(Name of Person Making the Statement)

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

(Signature of Notary)



Signature(s) of applicant/agent

Print Name

Date

The foregoing was sworn to, subscribed and acknowledged before me this _____ day of _____, 20_____, by means of physical presence / online notarization by:

(Name of Person Making the Statement)

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

(Signature of Notary)

