



City of Longwood Variance Application

Applicants may arrange a pre-application conference with the Community Development Division to discuss the prospective development prior to starting the review process. A tentative schedule for completion of the process will be discussed and any additional requirements identified.

- Non-Residential Variance (\$500)
 - Residential Variance (\$200)
 - Administrative Variance (\$100 - within 20% of dimensional standards such as setbacks and impervious surface – LDC 9.2.4
 - Administrative Variance Appeal (\$200.00)
- All fees are non-refundable and due at the time of application.**

Parcel ID _____ Date Submitted _____

Owner

Name _____

Address _____

Phone _____ E-Mail _____

Applicant (If Different from Owner)

Name _____

Address _____

Phone _____ E-Mail _____

Future Land Use _____

Planning District _____

Current Use _____

Proposed Use _____

Proposed Variance: _____

Please note that, pursuant to LDC 9.2.2 (D), "Any structure that is placed improperly on the property without a permit is not eligible to apply for a variance." Article II (Land Use) and Article VII (Concurrency Management), Article IX (Hardship Relief), and Article X (Administration) of the Land Development Code are exempt from Variance requests.

VAR _____
(Department Use Only)

Application Checklist

- Hardship Letter**
A letter from the property owner that identifies the exact request that is being made (i.e. a variance to reduce the rear yard setback from 15 feet to 10 feet for the construction of a shed). The letter must also list and respond to each of the five required hardship findings in section 9.2.2 B. Please see the back page of this application for more details.
- Authorized Agent Letter**
If the applicant is not the owner, a letter should be provided from the owner allowing the applicant to file the application on their behalf.
- Adjacent Property Owner Notice**
Proof that notice has been given to adjacent property owners in each direction, including the rear using the sample letter attached with this packet. This requirement may be satisfied by either signed letters from each adjacent property owner or by a certified mail receipt.
- Survey**
A current survey accurately portraying the proposed property and variance.
- HOA Letter**
For residential variances with a Homeowner's Association, provide a letter from the HOA in support of the variance.

Hardship Letter

Longwood Development Code 9.2.2 (B) states that the "board of adjustment shall not vary the requirements of any provision of this development code unless it makes a positive finding, based on substantial competent evidence, on each of the following conditions." Your hardship letter must state how your variance request meets these five findings of hardship. The five conditions are as follows:

1. There are practical or economic difficulties in carrying out the strict letter of the regulation.
2. The variance request is not based exclusively upon a desire to reduce the cost of developing the site.
3. The proposed variance will not substantially increase congestion on surrounding public streets, the danger of fire, or other hazard to the public.
4. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.
5. The effect of the proposed variance is in harmony with the general intent of this development code and the specific intent of the relevant subject area(s) of the development code."