

# DEVELOPMENT PERMIT APPLICATION

The type of development permits for which this form is used and a fee schedule are listed on page 5. Application requirements and required separate attachments for each request type are on page 7. **Prior to the application submittal contact the Planning Division for an appointment at 954-630-4339.**

## STAFF USE ONLY

<b>Date Submitted:</b>	<b>Application No.</b>
<b>Project Name:</b>	
<b>Folio No(s).</b>	

## GENERAL DATA – Please type or print information - COMPLETE ALL SECTIONS

<b>Address of property:</b>	
<b>Legal Description: (or attach description)</b>	
<b>Gross Acres:</b>	<b>Net Acres:</b>
<b>Title to this Property has been held since:</b>	<b>Existing Zoning:</b>
<b>Existing Use of Property (include no. and sq. ft. of proposed structure(s):</b>	
<b>Proposed Use of Property (include no. and sq. ft. of proposed structure(s):</b>	
<b>Type of Development Permit(s) requested:</b>	

## OWNER/APPLICANT INFORMATION

(The undersigned has reviewed all instructions concerning the application and understands the application must be complete and accurate prior to staff review or Public Hearing(s). **Attach proof of ownership and owner's authorization for representative.**

<b>Name of Property Owners:</b>	<b>Title:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Fax:</b>	
<b>Signature:</b>	<b>Signature:</b>	
<b>Email Address:</b>	<b>Email Address:</b>	
<b>Name of Applicant's Representative:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Office Phone:</b>	<b>Cell Phone:</b>	<b>Fax:</b>
<b>Email Address:</b>		

**CITY OF OAKLAND PARK  
COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FOR A VARIANCE**

**INSTRUCTIONS FOR FILING A VARIANCE APPLICATION**

1. You may file an application for a variance if:
  - a. Special circumstances exist that affect the property, structure or building which prevent their reasonable use.
  - b. Circumstances that cause the hardship are unique to the property.
  - c. The hardship is not self-created.
  - d. The hardship is not solely financial
  - e. The literal interpretations of the provisions of Chapter 24 deprives you of a substantial property right enjoyed by other property owners in that zoning district.
  - f. The variance requested is the minimum variance required to allow reasonable use of the property.
2. Two (2) public hearings are required: one before the Board of Adjustment and one before the City Commission. Due to advertising requirements a minimum of 30 days is required between the application date and the first public hearing.
3. Public notice signs must be posted on your property prior to both the Board of Adjustment and City Commission hearing. Public notice signs and affidavits of posting will be provided.
4. You or your appointed representative will be responsible for presenting your case and answering any questions directed to you at both the Board of Adjustment and the City Commission hearing.
5. You and anyone speaking on your behalf are required to complete and sign the attached quasi-judicial procedure form. The form **MUST be submitted to the City Clerk at least two (2) days prior to the City Commission hearing.** (Make additional copies if necessary.)

**DOCUMENTS REQUIRED FOR FILING A VARIANCE APPLICATION:**

1. 16 copies of current survey; two (2) of which are signed and sealed.
2. 16 copies of project plans.

\_\_\_\_\_  
Signature

Project Name: \_\_\_\_\_

**CITY OF OAKLAND PARK  
COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FOR A VARIANCE**

1. SPECIFY THE REGULATIONS FROM WHICH YOU SEEK A VARIANCE: (Cite section(s) of Code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. BRIEFLY DESCRIBE WHY THE REGULATIONS WON'T PERMIT YOUR PROJECT TO PROCEED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. EXPLAIN HOW YOU HAVE ATTEMPTED TO COMPLY WITH THE REGULATIONS AND WHY YOUR REQUEST IS THE MINIMUM VARIANCE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. DESCRIBE THE SPECIAL CONDITIONS OR JUSTIFICATION FOR YOUR REQUEST (STATEMENT OF HARDSHIP):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner/Applicant: \_\_\_\_\_ (Signature)

Title: \_\_\_\_\_