



Updated October 1, 2021

City of Ormond Beach Administrative Variance Application

Planning Department

22 South Beach Street, Room 104, Ormond Beach, FL 32174

(386) 676-3238

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comdev@ormondbeach.org

INSTRUCTIONS

Section 1-14(7) of the Land Development Code authorizes the Planning Director to grant an administrative variance for dimensional standards. Administrative variances may not exceed ten percent (10%) of a yard or area standard and shall be reviewed by the planning director in accordance with the criteria established for a variance under this Land Development Code. All other relief requests must comply with all the variance procedures of this Land Development Code. The administrative variances are recorded in the public records of Volusia County. **Assistance is available by e-mailing comdev@ormondbeach.org or calling (386) 676-3238.**

PROPERTY INFORMATION

Project Name:	
Project Address:	
Volusia County parcel number(s):	

VARIANCE REQUEST

Description of variance:								
Variance 1:	Code section:		Required setback:		Requested setback:		Requested variance:	
Variance 2:	Code section:		Required setback:		Requested setback:		Requested variance:	
Variance 3:	Code section:		Required setback:		Requested setback:		Requested variance:	

APPLICANT INFORMATION (provide an authorization letter if not the property owner)

Name:	
Address:	
City, State, Zip code:	
Telephone:	
E-mail:	

PROPERTY OWNER	
Same as applicant	
Name:	
Address:	
City, State, Zip code:	
Telephone:	
E-mail:	

CONFORMING CRITERIA

Section 1-16(D)(3) of the Land Development Code requires that the Board of Adjustment and Appeals make a finding based on substantial competent evidence on each of the following criteria. Additional pages, photographs, surveys, plot plans, or other materials may be attached as exhibits.

Provide and detail what "special conditions and circumstances exist which are peculiar to a. the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.";

b. Discuss and verify that "the special conditions and circumstances do not result from the actions of the applicant.";

c. Explain why "Literal interpretation of the provisions of these zoning regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of these zoning regulations and would work unnecessary and undue hardship on the applicant.";

CONFORMING CRITERIA

d. Detail and explain why "No practical alternative exists and the variance, if granted, is the minimum variance that will make possible the reasonable use of the land, building or structure.";

e. Detail and explain why "The variance request is not based exclusively upon a desire to reduce the cost of developing the site. Financial disadvantages or physical inconvenience to the applicant shall not in and of themselves constitute conclusive proof of unnecessary hardship.";

f. Detail and explain why "The proposed variance will not substantially increase congestion on surrounding public streets, the danger of fire, or other hazard to the public.";

g. Detail and explain why "The effect of the proposed variance is in harmony with the general intent of this Land Development Code and the specific intent of the relevant subject areas of this Land Development Code and will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site."; and

CONFORMING CRITERIA

Detail and explain why "Granting the variance requested will not confer on the applicant h. any special privilege that is denied by this Land Development Code to other lands, buildings or structures in the same zoning district."

FEE REQUIREMENT

Type of Application	Application fee	Advertising fee	Total fee
Administrative variance*	\$100	NA	\$100

*Includes the recording cost of the variance in the public records of Volusia County.

KEY SUBMITTAL REQUIREMENTS

1.	Completed application.	
2.	Required fee.	
3.	Proof of ownership.	
4.	Letter of authorization, if the applicant is not the property owner.	
5.	Property survey.	
6.	Plot plan showing the variance request (exact dimensions required).	

CERTIFICATION

By submitting this application, I hereby certify that the information provided is true and correct to the best of my knowledge and that I am aware of the application submittal requirements and the review process for this application. I authorize Ormond Beach staff to access the subject property during typical business hours to review the variance application.

Signature: _____

STATE OF FLORIDA

COUNTY OF _____

The forgoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ as _____ (title*) for _____ (name of corporation*), who () provided _____ as identification, or () who is personally known to me.

Notary Public, State of Florida

My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.