



Variance Application

Department of Planning & Community Development
 101 Old Main Street, Bradenton, FL 34205
 Ph: (941) 932-9400
www.cityofbradenton.com

CONTACT INFORMATION

Name of Property Owner: _____

Owner Address: _____ Telephone: _____

Name of Agent: _____

Agent Address: _____ Telephone: _____

Owner/Agent Email: _____

REQUIRED

PROPERTY INFORMATION

Property Address: _____

Parcel ID: _____ Acreage: _____

Zoning District: _____ Future Land Use: _____
*click to view [Zoning map](#) *click to view [FLU map](#)

Ward #: _____ Neighborhood #: _____
*click to view [Ward map](#) *click to view [Neighborhoods map](#)

REQUIRED

Type of Variance: Variance Signage Administrative Variance (Residential Only)

Briefly describe the Variance request: _____

REQUIRED

Before submitting an application to the City of Bradenton, please check with the Planning & Community Development Department to verify all essential information for review is present. Incomplete applications will delay the review process. Include one (1) electronic copy (pdf) of Application and all support materials.

► **Variance OR Signage Variance Application**

- Application Fee: \$835 (\$1,085 if After-the-Fact Variance is required)
- Notarized Agent Authorization Form, if applicable
- Letter of Request
- Findings of Fact/Review Criteria (see page 2 for Variance Review Criteria)
- Property Survey (signed & sealed within the last 3 years)
- Twelve (12) copies of Site Plan/Plot Plan to scale

► **Administrative Variance Application**

- Application Fee: \$210 (\$360 if After-the-Fact Variance is required)
- Letter of Request
- Findings of Fact/Review Criteria (see page 3 for Administrative Variance Review Criteria)
- Property Survey (signed & sealed within the last 3 years)
- Four (4) copies of Site Plan/Plot Plan to scale

MATERIALS FOR REVIEW

REQUIRED

The owner of this property and/or the undersigned agree to conform to all applicable laws of the City of Bradenton and to all applicable Federal, State, and County laws.

Signature of Owner/Applicant _____ Date _____

REQUIRED

CITY STAFF ONLY

Application Fees: Application Sufficiency:

Fee Required: **\$835 or \$1,085** (Variance or Signage Variance) Sufficient:

\$210 or \$360 (Administrative Variance) Incomplete: _____

FEE COLLECTED: \$ _____

RECEIPT #: _____ APPLICATION #: _____

CITY STAFF ONLY

DRC: _____ PLANNING COMMISSION: _____

REVIEW DATES – TO BE COMPLETED BY CITY STAFF



Variance Application

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205
Ph: (941) 932-9400
www.cityofbradenton.com

A Variance is permission granted by the Planning Commission to depart from a dimensional requirement of the Land Use Regulations (LURs). Variances are allowed to relieve a property owner who, because of property characteristics beyond his or her control, is unable to meet a dimensional or signage requirement of the LURs.

VARIANCE REVIEW CRITERIA:

A property owner who finds that a characteristic of his or her land or buildings makes it impossible or difficult to meet a dimensional requirement of these LURs may apply for a Variance if the request meets all eligibility criteria.

Prepare detailed written responses, using factual statements (called Findings of Fact) to explain how the requested Variance complies with each of the following review criteria:

A:

1. *The need for the Dimensional Variance was not created by the applicant's or previous owner's action, such as improper lot division, in violation of the Land Use Regulations or previously effective land use regulations, and;*
2. *Strict application of the provisions of the Land Use Regulations would deprive the applicant of reasonable use of his property, cause him unnecessary hardship, or deprive him of rights commonly enjoyed by other property owners in the same Land Use district, and;*
3. *The granting of the Dimensional Variance would not confer on the applicant any special privilege denied to other property owners in the same Land Use district, and;*
4. *The application is for a Dimension Variance and would not authorize a use otherwise prohibited by the Land Use Regulations, and;*
5. *The Dimensional Variance is the minimum variance that will allow reasonable use of the property.*

B: *The application does not meet all of the criteria listed above, but environmentally-sensitive areas or trees as defined in Land Use Regulation Subsection 2.2.3.1 will be saved by the granting of the Variance*

VARIANCE REVIEW CRITERIA

REQUIRED

VARIANCE REVIEW PROCEDURE:

The Planning Commission shall hold a public hearing on the application. If the eligibility criteria above are met, the Planning Commission may grant the Variance as requested or a modification if more appropriate. Latent changes to an application made by the applicant whereby insufficient review has been allowed for Staff, Board, or City Council, as determined by the Planning & Community Development (PCD) Director, may require a delay in the processing of the application, and shall result in additional review and public notice costs at the applicant's expense. If the application is for a Variance of a flood requirement (Land Use Regulation Subsection 3.4.3.2) must be complied with. In granting a Variance, the Planning Commission may impose such reasonable conditions as will ensure that the use of the property to which the Variance applies will be as compatible as practicable with the surrounding properties. A Variance is granted to the property and not to the applicant.

All approved Variances, including any attached conditions or restrictions, shall be recorded with the Clerk of the Circuit Court at the applicant's expense of \$10 per page. Note that records of waivers of off-street parking and landscaping requirements of these LURs shall be kept by the PCD Director and shall not be recorded.

VARIANCE PROCEDURES



Variance Application

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205
Ph: (941) 932-9400
www.cityofbradenton.com

ADMIN VARIANCE ELIGIBILITY

An Administrative Variance may be allowed for development of a **single-family house** on certain lots of record, unless the PCD Director defers such action to the Planning Commission. Administrative Variances cannot be granted for any dimensional relief other than lot square footage, lot width at the building line, and street frontage, and is only applicable to existing lots of record.

ADMINISTRATIVE VARIANCE ELIGIBILITY

A property owner who finds that the dimensions of his or her lot of record makes it impossible or difficult to meet the requirement of the Land Use Regulations, relating to lot width at the building line, lot square footage, or street frontage may apply for an Administrative Variance.

ADMIN VARIANCE REVIEW CRITERIA

ADMINISTRATIVE VARIANCE REVIEW CRITERIA

Prepare detailed written responses, using factual statements (called Findings of Fact) to explain how the requested Administrative Variance complies with each of the following review criteria:

1. *The need for the Dimensional Variance was not created by the applicant's or previous owner's action, such as improper lot division, in violation of the Land Use Regulations or previously effective Land Use Regulations.*
2. *Strict application would prohibit the construction of a single family residence on the lot of record; and*
3. *The granting of the Administrative Variance would not confer on the applicant any special privilege denied to other property owners in the same Zoning Atlas district; and*
4. *The application is for a Administrative Variance for lot size, width and street frontage; and*
5. *The Administrative Variance is the minimum variance that will allow reasonable use of the property.*

REQUIRED

ADMIN VARIANCE PROCEDURES

ADMINISTRATIVE VARIANCE REVIEW PROCEDURE

An eligible applicant may file an Administrative Variance application on forms provided by the PCD department, along with information required for review and the application review fee. The applicant shall also submit a letter stating what Administrative Variance is being requested and specifically identifying the characteristics of the property that necessitates the granting of an Administrative Variance from the requirements of the Land Use Regulations.

The PCD Director shall review the application. If the eligibility criteria above are met, the PCD Director may grant the Variance as requested.

All approved Administrative Variances, including any attached conditions or restrictions, shall be recorded with the Clerk of the Circuit Court at the applicant's expense of \$10 per page.



Agent Authorization Form

Department of Planning & Community Development
101 Old Main Street, Bradenton, FL 34205
Ph: (941) 932-9400
www.cityofbradenton.com

PLANNING & ZONING AGENT AUTHORIZATION FORM

Property Address: _____

I, _____, the registered property owner(s) of the above noted property, do hereby authorize

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this permit or certification and any and all standards and conditions applicable.

STATE OF FLORIDA, MANATEE COUNTY

The Foregoing instrument was acknowledged before me this _____ day of _____,

produced _____ respectively, as

as identification and who did (did not) take an oath:

_____, Notary Public

Print Name

State of Florida

My Commission Expires: _____

AGENT AUTHORIZATION

REQUIRED

NOTARY

REQUIRED