

**TOWN OF LAKE CLARKE SHORES  
ZONING BOARD OF ADJUSTMENT**

**INSTRUCTIONS FOR COMPLETING APPLICATION**

**APPLICATIONS MUST BE COMPLETED AND ALL APPLICABLE PAPERWORK SUBMITTED TO THE ZONING DEPARTMENT. APPLICATION FEES ARE SET BY RESOLUTION OF THE TOWN COUNCIL. THE ZONING BOARD OF ADJUSTMENT MEETS ON THE 2<sup>ND</sup> THURSDAY EVERY OTHER MONTH. NOTE: THE TOWN COUNCIL WILL HEAR THIS REQUEST AT THE NEXT AVAILABLE TOWN COUNCIL MEETING AFTER THE ZONING BOARD OF ADJUSTMENT MAKES ITS RECOMMENDATION.**

Applications can be submitted at anytime, but no later than the:

1<sup>st</sup> business day in **December** for the **January** Hearing

1<sup>st</sup> business day in **February** for the **March** Hearing

1<sup>st</sup> business day in **April** for the **May** Hearing

1<sup>st</sup> business day in **June** for the **July** Hearing

1<sup>st</sup> Business day in **August** for the **September** Hearing

1<sup>st</sup> business day in **October** for the **November** Hearing

Every application must be submitted by the property owner of record, unless the applicant is a Contract Purchaser or Agent. The following information must accompany this application:

1. A copy of the LAST RECORDED WARRENTY DEED and
2. If joint and several ownership, a written consent of all owners of record, or  
  
If a contract purchase, a copy of the Agency Agreement or written consent of the seller/owner, or  
  
If an authorized agent, a copy of the Agency Agreement or written consent of the principal/owner, and /or contract purchaser, or  
  
If a corporation or other business entity, the name of the officer or person responsible for the application and written proof that said representative has the delegated authority to represent the corporation or other business entity, or in lieu of, written proof that he is in fact an officer of the corporation or other business entity with the Corporate Seal.

**NINETEEN (19) ADDITIONAL COPIES OF COMPLETED APPLICATION PACKET AND ATTACHMENTS WILL BE REQUIRED AFTER THE BUILDING OFFICIAL HAS REVIEWED THE APPLICATION.**

**THE INFORMATION LISTED BELOW MUST BE PROVIDED WHEN APPLYING FOR A VARIANCE. PLEASE CHECK WITH THE ZONING DEPARTMENT TO OBTAIN INFORMATION ON WHAT MUST BE PROVIDED WHEN APPLYING FOR A SPECIAL EXCEPTION OR ADMINISTRATIVE REVIEW.**

The applicant must provide the following (additional items may be required):

1. Original completed and signed application
2. Sealed survey of property not more than (1) one year old.
3. Site plan showing location of proposed construction.
4. Schematic drawing(s).

#### **DETAILED INFORMATION ON THE ABOVE REQUIREMENTS ARE LISTED BELOW**

##### **APPLICATION REQUIREMENT**

Please type or print when filling out the application. Submit the original signed application with all areas completed. The following areas on the application must also be completed to demonstrate the justification on why the variance should be granted:

1. Special conditions and circumstances
2. Deprive the applicant of rights commonly enjoyed by others
3. Non-preventable conditions or circumstances
4. Variance will not give applicant special privileges
5. Unnecessary or undue hardship (not self-created)
6. Consideration as to size, shape, etc.

##### **SURVEY REQUIREMENT**

A certified survey by a surveyor registered in the State of Florida, signed and sealed and not over (1) one year old containing the following:

1. An accurate legal description of the subject property.
2. A computation of the total size of the property to the nearest square foot.
3. The exact location of all structures on the property, showing distances from the property line(s), easements and other structures.
4. The exact location of driveways and fences of the subject property.
5. All easements, reservations and restrictions of record, centerline of all roads with dimensions from centerline to property lines.
6. Location of septic tank and drainfield.
7. A location sketch of the subject property.

### **SITE PLAN REQUIREMENTS**

The following information must be shown on the site plan:

1. The exact location of all structures on the property, showing distances from the property line(s), easements and other structures.
2. The exact location of the property related to the public street or easement on which the property fronts.
3. The exact location of driveways and fences of the subject property.
4. The exact location of septic tank and drainfield.
5. Accurately indicate on the site plan what and where the special exception or variance is as it relates to the existing structures on the property and to the nearest residential structure (s) on the adjacent property.

### **SCHEMATIC DRAWINGS (NOT ARCHITECTURAL OR CONSTRUCTION DRAWINGS)**

The following information should be included on the schematic drawings:

1. The floor plan relevant to the variance.
2. The elevations relevant to the variance including roof elevations.
3. Location of all utility easements including distance from proposed construction.

4. All relevant yard setbacks.

**Please note that the Zoning Board of Adjustment does not automatically recommend approval of the variance, special exception or administrative review to the Town Council. The Town Council will have final determination on Zoning Regulations. It is strongly recommended that the applicant attend the Zoning Board of Adjustment meeting and present all necessary evidence to support his/her application. The applicant will also need to attend the Town Council Meeting to present all evidence to the Town Council.**

**Contact the Building Department at (561) 964-1515, ext. 1114 if you have any questions.**