

City of Lake Alfred  
120 E. Pomelo Street  
Lake Alfred, FL 33850



Phone: (863) 291-5748  
[www.mylakealfred.com](http://www.mylakealfred.com)

### Community Development

Building | Code Enforcement | Planning | Zoning

## Variance Review

Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Application Checklist

**Planning Application.** One (1) original completed and signed.

The Administrative Official may reduce or waive certain criteria, data, or other submission requirements as appropriate based on the type of request.

**Site plan, survey or sketch plan** drawn to scale showing:

1. The dimensions of the property.
2. The existing and proposed location of structures on the property including signage, vehicular access ways and circulation areas, off-street parking and loading areas, sidewalks, refuse and service areas, required setbacks and other open spaces, and landscaping or buffer areas.
3. The measurements of the existing and proposed adjacent rights-of-way, setbacks, distances between buildings, widths of access ways and driveways, and sidewalks.

A **tabular summary** describing the proposed use of the property including:

1. Existing and proposed use of property.
2. Conditions of the use, such as hours of operation, numbers of residents, etc.
3. Area of the property, pervious and impervious areas, and existing and proposed structures.
4. Number of required and provided off-street parking and loading spaces, existing and proposed density, and the number of existing and proposed units.

A **project description** or explanation describing how the request meets the review criteria and how strict enforcement of the regulation in question would create an undue and unnecessary hardship. (Pages 2-3)

**An electronic copy** of all documents listed above (by email to [cplanner@mylakealfred.com](mailto:cplanner@mylakealfred.com), CD delivered to Community Development Office, or available for download from ftp or other data/file sharing site).

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### City Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

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**Supplemental Review Criteria for Granting a Variance (Sec. 9.9.3.D)**

Where strict compliance with the requirements of this Code creates a substantial hardship for any person, firm or corporation owning property in the City of Lake Alfred, a variance request can provide relief. The Planning and Zoning Board or Development Review Special Magistrate has authority to grant variances from the terms and requirements of this Code.

Describe the variance which you are requesting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Variance from Code section: \_\_\_\_\_

A variance shall not be granted unless the appropriate reviewing board/official affirmatively finds that each of the following criteria have been met:

**9.9.3.D.1:** Special conditions and circumstances exist that are peculiar to the land, structure, or building involved and that are not applicable to other lands, structures, or buildings in the same district.  
*(Example: The lot is irregularly shaped; or there is a sinkhole on part of the property.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9.9.3.D.2:** The special conditions and circumstances do not result from the action of the applicant  
*(Example: The property or structure was nonconforming when the applicant purchased it.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9.9.3.D.3:** Granting the variance requested shall not confer on the applicant any special privilege that is denied by this section to other lands, structures, or buildings in the same district.  
*(Example: A neighbor has the same type of structure.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9.9.3.D.4:** Literal enforcement of the provisions of the Land Development Code or building chapters would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms

**Community Development**

of the Land Development Code or building chapters.

*(Example: The setbacks would prevent me from adding an accessory structure.)*

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**9.9.3.D.5:** The variance requested is the minimum variance required to make possible the reasonable use of the land, building, or structure.

*(Example: If a 5-foot setback variance will allow the shed, then a 10-foot variance is not needed.)*

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**9.9.3.D.6:** The variance is in harmony with the general intent and purpose of the regulation at issue and the Unified Land Development Code, and such variance shall not be injurious to the abutting lands or to the area involved or otherwise detrimental to the public welfare.

*(Example: A neighbor has a shed with a similar setback as I am requesting.)*

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*I hereby swear and depose that the submitted statements and information contained in this application and all the exhibits transmitted herein are true and correct to the best of my knowledge.*

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_