



Deerfield Beach
Florida

VARIANCE APPLICATION PACKAGE

**Instructions: Fully complete all sections of the application form
(type or print-must be legible)**

Application Sections

1. Applicant information.
2. Demonstration of compliance with variance criteria.

Be sure to attach the following:

1. A current, up-to-date survey of the subject property.
2. Plans or sketch showing proposal for which variance is being sought.
3. Letter of authorization-if person(s) other than the applicant will be representing the case at the public hearing.
4. Application Processing Fee. (See attached fee schedule)
5. Proof of ownership from the property owner. If ownership cannot be verified through the Broward County Tax Roll, a copy of the recorded Warranty Deed, a copy of a valid purchase contract, or a signed and notarized letter from the owner of record must be submitted with this application.

Submit to:
City of Deerfield Beach
Planning & Zoning Division
150 NE 2nd Ave.
Deerfield Beach, FL 33441



Deerfield Beach
Florida

Case No. _____

Date _____

VARIANCE APPLICATION

PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION (PRINT OR TYPE)

**** Any party to a proceeding before the Special Master may appeal the decision of the Special Master by a writ of certiorari as provided by the Florida Rules of Appellate Procedure. In order to appeal the decision of the Special Master a verbatim transcript of the proceeding is necessary.**

Section One: Applicant Information

Name of Applicant: _____

Signature: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Fax Number: _____

Subject Property Address: _____
(if different from applicant address)

Property Owner Signature: _____

Section Two: Demonstration of Compliance with Variance Criteria (Attach additional page(s) if more space is needed)

Section 98-116(h) of the Deerfield Beach Land Development Code states that all of the following requirements must be met to secure approval for a variance.

The burden of proving that all of the requirements are met shall be on the applicant who shall be required to affirmatively demonstrate on the record, satisfaction of the necessary requirements set forth below.

Application will not be accepted without a specific statement in response to each of the requirements on the following pages.



Variance Fee Schedule

<u>Variance Type</u>	<u>Fee</u>
1. Single Family/Duplex*	\$350
2. Multi-Family	\$550
3. Non-Residential	\$550

*A separate fee is required for each lot when a variance is requested for multiple lots within a subdivision.



Zoning Appeals Special Master 2016 Schedule for Application Submittal

Effective as of 12/18/15. However, dates are subject to change by action of the Special Master.

Note: Applications must be complete and received by noon on the cut-off dates.

Cut-Off Date

Meeting Date

(4th Thursday of the month)*

**(November and December meetings will be held on the 3rd Thursday due to holidays)*

01/05/16	01/28/16
02/02/16	02/25/16
03/01/16	03/24/16
04/05/16	04/28/16
05/03/16	05/26/16
05/31/16	06/23/16
07/05/16	07/28/16
08/02/16	08/25/16
08/30/16	09/22/16
10/04/16	10/27/16
10/25/16	11/17/16*
11/29/16	12/22/16*
