

# BA

## PETITION FOR ZONING BOARD OF ADJUSTMENT APPROVAL

### PETITION FOR VARIANCES OF CHAPTER 28, THE ZONING CODE

**REQUIRED DOCUMENTATION:** Three (3) current, original sealed surveys (no older than six months) and eighteen (18) copies of same; as well as eighteen (18) site plans of the subject property. All plans must be folded.

**NOTE:** Additional documentation required (see page 3 of application).

**SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK, WITH A DEADLINE OF 12:00 NOON THURSDAY**

SUBMITTAL DATE: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

\*IF PROJECT WAS PREVIOUSLY REVIEWED BY ZBOA, PROVIDE MEETING DATE: \_\_\_\_\_

CASE NO.: \_\_\_\_\_

HTE NO.: \_\_\_\_\_

- The undersigned hereby petitions the City of Boca Raton for a variance from Section(s) \_\_\_\_\_ of the Zoning Code. The property is presently zoned \_\_\_\_\_ and is located as follows:
  - Address: \_\_\_\_\_
  - Lots(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_
  - Property ID# \_\_\_\_\_

2. (I) (We) are the (check one):      ( ) Owner ( ) Lessee ( ) Trustee ( ) Contract Purchase ( ) Other (specify): \_\_\_\_\_

3. Record owner of property: \_\_\_\_\_  
Mailing address: \_\_\_\_\_

4. Complete applicable boxes below:

Setback	Code Section	Code Requirement	Petitioner's Request	Variance Amt
FRONT YARD				
SIDE YARD				
REAR YARD				
OTHER (specify)				

- The applicant must answer all of the following questions in detail.** (attach separate sheet, if necessary):
  - Are the special and unique conditions directly attributable to the petitioner's case and not generally applicable to the property located in the zoning district? \_\_\_\_\_
  - Are the special and unique conditions directly attributable to the actions of the petitioner? Who or what is responsible? \_\_\_\_\_
  - How would the literal interpretation of the zoning code (Chapter 28), as applied to the petitioner, deprive the petitioner of rights commonly enjoyed by the owners of other property in the zoning district? \_\_\_\_\_
  - Is the variance granted the minimum variance necessary for the petitioner to make reasonable use of the property? \_\_\_\_\_
  - Would granting the variance be detrimental to the public welfare, or injurious to property or improvements in the zoning district or neighborhood involved? How or how not? \_\_\_\_\_
  - Would granting the variance be contrary to the objectives of the Comprehensive Plan of the City of Boca Raton? (Staff assistance required) \_\_\_\_\_

Signed \_\_\_\_\_  
Owner of record or his authorized agent  
**(ATTACH NOTARIZED AUTHORIZATION)**

Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Petitioner

Petitioner's Name \_\_\_\_\_

Address of Petitioner \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

FILING FEE:	\$	1530.00
AD FEE:	\$	900.00
ADMIN PROCESSING:	\$	75.00
1 <sup>ST</sup> CLASS MAIL FEE:	\$	
TOTAL FEES:	\$	

**BA**

**PETITION FOR ZONING BOARD OF  
ADJUSTMENT APPROVAL – PAGE 2**

**PETITION FOR VARIANCES OF CHAPTER 28, THE ZONING CODE**

**Please refer to Section 28-126; 28-161**

To adequately review a petition for variance, City staff, as well as members of the Zoning Board of Adjustment will perform a site inspection. Please respond to the following questions regarding access to the subject property. A list of the members of the Zoning Board of Adjustment has been attached for your convenience. Please sign and date the form and return it to the Department of Development Services.

1. Is the property located in a development with controlled access? If so, will arrangements be made to admit board and staff members? Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. Will access to the location of the variance be a problem? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, explain  
\_\_\_\_\_
  
3. Will the petitioner be available should a board member require assistance with a site inspection?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
  
When ? \_\_\_\_\_
  
4. Is there a dog at the subject property? If so, should it be necessary, will someone be there to "restrain" the dog? Yes \_\_\_\_\_ No \_\_\_\_\_

I hereby authorize the Department of Development Services staff and members of the Zoning Board of Adjustment to inspect the subject property as necessary in reviewing the above-referenced variance petition.

\_\_\_\_\_  
Petitioner Signature

\_\_\_\_\_  
Date

NOTE: Any person who acts as a lobbyist pursuant to City Code, Article V. Code of Ethics, Division 2, Lobbyist Registration, must register with the City Clerk prior to engaging in lobbying activities.

**IMPORTANT**

All applications for variances must be processed consistent with the following procedures.

*In addition to completing the application requirements, the applicant shall provide the City with the following:*

- 1. **A list of all property owners within a five hundred (500) foot radius of the property upon which the proposed variance is to be located.** The list must include the Property Control Number (PCN) for each property. A property owner's list may be purchased from the Palm Beach County Property Appraiser's Office.
  
- 2. **A signed and notarized Affidavit,** which states to the best of the applicant's knowledge; you are submitting the latest information available from the Palm Beach County Property Appraiser's Office.
  
- 3. **A Radius Map, which includes the Property Control Number (PCN), indicating all properties that are to receive notification.** Maps, which include the (PCN), may be purchased from the Palm Beach County Property Appraiser's Office.
  
- 4. **Two (2) sets of name and address labels** for use in processing the certified mailing. Address labels may be purchased from The Palm Beach County Property Appraiser's Office.
  
- 5. **A check, payable to the City of Boca Raton for the total amount due,** which will include the Variance Application Filing Fee, Advertising Fee, Administrative Processing Fee and First Class Mail Fee, (which is calculated at the current first class postage fee, per property owner within the United States and \$10.00 per property owner with a foreign country address). The City will be responsible for addressing the envelopes and mailing out the notices at the appropriate time.