



CITY OF HOLLY HILL VARIANCE PROCESS

Submit completed application to City of Holly Hill, Customer Service Office, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Phone: 386-248-9442.

If your application is found to be lacking any of the requested information, or if the data and exhibits are inaccurate, it will not be considered "filed" for the purpose of processing, nor will it be placed on the agenda unless a correct application is submitted within 3 working days after the filing deadline date.

CHECKLIST

- Pre-Application Meeting Form completed and meeting held prior to completion of application
- Application Fee and Estimated Deposit
- Completed Variance Application
- List of property owners requiring individual notification
- One signed and sealed surveys of the property (no more than 2 years old).
- Legal Description (Digital in MS Word)
- Notarized Authorization of Owner (if applicant is other than owner or attorney for owner).
- A Description of the Variance and how it complies with the City Code, Sec. 82-317.

PUBLIC NOTIFICATION (Sec. 82-314)

- a) The applicant shall provide written notice to property owners regarding his intention to seek a variance and shall pay all costs of providing such notice as follows:
- 1) An applicant seeking a variance for property located in any single-family or multifamily residential zoning district (R-1 through R-9) shall provide written notice to abutting property owners, as identified in the current tax roll.
 - 2) An applicant seeking a variance for property in any commercial or industrial zoning district (B-1 through B-6, CC-1, I-1 and I-2) shall provide written notice to property owners, as identified in the current tax roll, within 300 feet of the property perimeter which is the subject of a variance request.
 - 3) In addition to written notice provided in accordance with either subsection (1) or (2) of this section, the applicant city staff shall also post notice (minimum size of 19" x 28") in a clearly visible and conspicuous manner upon the subject property ten days prior to the board of planning and appeals meeting. Two signs shall be posted on corner properties.
- b) A notice letter will be provided to the applicant by the City. The written notices shall be made at least ten days prior to the date of hearing before the board of planning and appeals. The written notice shall be sent by certified mail, return receipt requested, and shall advise the property owner of the nature of the variance requested, the date, time and place of hearing by the board of planning and appeals, that the board's determination is advisory to the city commission, and that the variance request will be considered for final determination by the city commission, unless the variance was continued or tabled, at a public hearing within 30 days of the board's recommendation.

WRITTEN STAFF REPORT

For each application filed, the City of Holly Hill will prepare a written report for consideration by the Board of Planning and Appeals (BOPA). The report will include comments on Comprehensive Plan consistency, existing land use, zoning, traffic, environment, availability of public services, and will conclude with a recommendation.

BOARD OF PLANNING AND APPEALS (BOPA) PUBLIC HEARING (Section 82-313)

This is an advisory body consisting of five (5) members appointed by the City Commission. A public hearing is held the **first Monday of every month**, at 6:30 p.m. in the City Commission Chambers, 1065 Ridgewood Avenue, Holly Hill, Florida 32117. Following the public hearing and discussion of each application, the BOPA votes on its recommendation to the City Commission. They may accept, modify, return, or seek additional information. An application will not be heard by the BOPA unless the Public Notification requirements described above have been satisfied.

CITY COMMISSION (Section 82-315 and 82-316)

The City Commission schedules public hearings the second and fourth Tuesday of each month at 7:00 p.m. p.m. in the City Commission Chambers, 1065 Ridgewood Avenue, Holly Hill, Florida 32117. At this public hearing, the City Commission votes to approve, deny, or continue the application. An application will not be heard by the City Commission unless the Public Notification requirements described above have been satisfied.



WRITTEN PETITION FOR A VARIANCE

The following items must be completed in sufficient detail to allow the City to determine if the application complies with the City Code Article V, Division 3.

1. What special condition(s) and circumstance(s) exist that are peculiar to your land, structure, building, or sign and are not applicable to other lands, structures, buildings, or signs in the same zoning classification?

2. Were these special condition(s) and circumstance(s) the result of actions by you? YES NO If Yes, Explain.

3. Would literal interpretation of the code deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the City Code? YES NO If Yes, Explain

4. Will granting the variance requested confer on the applicant any special privilege that is denied by code to other lands, buildings or structures in the same zoning district? YES NO Explain

5. Explain how the Variance(s) you are requesting is/are the minimum Variance(s) that will make it possible for you to make reasonable use of your land, building, structure or sign.



6. Would the granting of the variance be in harmony with the general intent and purpose of the Code and the city's comprehensive plan? YES NO Explain

7. Would the granting of the variance be injurious to the area involved or otherwise detrimental to the public welfare? YES NO Explain

8. The general intent and purpose of the Comprehensive Plan Ordinance (Section 78-5) is to foster and preserve public health, safety, comfort and welfare, and aid in the harmonious, orderly, aesthetically pleasing and socially beneficial development of the city. Is your request for Variance(s) consistent with this intent and purpose? YES NO Explain

Print Applicant Name

Applicant Signature

Print Applicant Name

Applicant Signature

Date

Date