



# Islamorada, Village of Islands Planning & Development Services

86800 Overseas Highway, Islamorada, FL 33036  
T: 305-664-6400, F: 305-664-6467

## APPLICATION FOR ADMINISTRATIVE VARIANCE

Pursuant to Code Chapter 30, Article IV, Division 2

Application Type:	Fee:	*Deposit:	Total Fee:
Residential	\$1,500.00	\$500.00	\$2,000.00
Nonresidential	\$2,000.00	\$500.00	\$2,500.00

\* A deposit is required for development approval or permits which necessitate additional review and processing, and/or public hearing and notice requirements. Applicants are required to pay a cost recovery deposit which shall be credited toward the fee charged for such additional review and processing and shall pay additional deposits as may be required from time to time. A debit based upon the actual time expended in reviewing an application and the applicable actual amount charged to the Village shall be charged against the cost recovery deposit.

An application must be deemed complete and in compliance with the Village Code by Staff prior to the items being scheduled for review. **See list of required submittals and documents below.**

**APPLICANT / AGENT (if applicable):** Property owner must submit a **notarized** letter authorizing the applicant/agent to act on their behalf including the agent's name, address and phone number.

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### PROPERTY OWNER:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:** If in metes and bounds, attach legal description on separate sheet.

Physical Address: \_\_\_\_\_ Mile Marker: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
 Plantation Key     Windley Key     Upper Matecumbe Key     Lower Matecumbe Key  
Real Estate (RE) Number: \_\_\_\_\_ Alternate Key: \_\_\_\_\_

### PROPERTY DESCRIPTION:

Zoning District: \_\_\_\_\_ Future Land Use Category: \_\_\_\_\_  
Total Land Area: \_\_\_\_\_ Square Feet \_\_\_\_\_  
Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Application for Variance

**PROPOSED VARIANCE:**

State the Code Section(s) and the Land Development Regulations standard(s) required (i.e., setbacks, parking, loading, landscaping): \_\_\_\_\_

**PROPOSED VARIANCE (Continued):**

Describe the variance requested: \_\_\_\_\_

**List all applications for development permits submitted for the site within the past three (3) years.** Please indicate the type of application, name of applicant, date of application and whether the application was approved, denied or withdrawn. \_\_\_\_\_

**CRITERIA: No variance shall be approved which fails to meet any standard below. Failure to comply with any standard shall be deemed adverse to the public interest. Please describe how the proposed variance meets each standard. Attach additional sheets if necessary.**

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district: \_\_\_\_\_

2. The special conditions and circumstances do not result from the actions of the applicant: \_\_\_\_\_

3. Literal interpretation of the provisions of the Land Development Regulations ("LDRs") deprives the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the LDRs and works unnecessary and undue hardship on the applicant: \_\_\_\_\_

4. Granting the variance requested conveys the same treatment to the individual owner as to the owner of other lands, buildings, or structures in the same zoning district: \_\_\_\_\_

5. The variance, if granted, is the minimum variance that makes possible the reasonable use of the land, building, or structure: \_\_\_\_\_

Application for Variance

6. The grant of the variance is in harmony with the general intent and purpose of this chapter, and is not injurious to the neighborhood, or otherwise detrimental to the public welfare: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED SUBMITTALS:** All of the following must be submitted in order to have a complete application.

- Correct application fee.** Check or money order to “Islamorada, Village of Islands”.
- Notarized agent authorization letter,** if applicable, including the agent’s name, address and phone number authorizing the applicant/agent to act on all property owners’ behalf.
- Proof of ownership** e.g. warranty deed, lease or pending sale contract.
- Property record card(s)** from the Monroe County Property Appraiser.
- Location map** showing where the project is located on the Key.
- Photographs** of site from adjacent streets or a recent aerial photograph with property boundaries delineated.
- Signed and sealed survey** prepared by a Florida registered surveyor. The survey shall include elevations and location of all existing structures, paved areas, location of all utility structures, all easements, all bodies of water on and adjacent to the site, docks, piers, mean high water line and total acreage by habitat.
- Site plan** prepared by a professional architect, engineer, or landscape architect. See Code Section 30-215 for minimum site plan requirements.

**If deemed necessary to complete a full review of the application, the Planning and Development Services Department reserves the right to request additional information.**

**I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I certify that all information required has been provided.**

**Digital signatures do not require notarization when they can be verified by a Trusted Certificate issued by a third-party Certificate Authority. If you are not using a “verifiable digital signature”, print this document and have it notarized.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Print Name:** \_\_\_\_\_

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Sworn to and subscribed before me by means of \_\_\_\_\_ physical appearance or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (name of person signing the application) as \_\_\_\_\_ (type of authority e.g. officer, manager / member, trustee, attorney in fact) for \_\_\_\_\_ (name of entity or party on behalf of whom application was executed).

\_\_\_\_\_  
**Signature of Notary Public**

**SEAL:**

Personally Known     Produced Identification

Type of ID \_\_\_\_\_