



# CITY OF NICEVILLE

Community Development Department

Planning – Building – Inspections – CRA

208 Partin Drive N, Niceville, FL 32578

850-279-6436 – [www.cityofniceville.org](http://www.cityofniceville.org)

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## Application for Variance

Applicant name: \_\_\_\_\_

Applicant is: Property owner \_\_\_\_\_ Authorized agent\* \_\_\_\_\_  
\*Attach verification affidavit

Applicant Address: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Land use information: FLUM category \_\_\_\_\_

Zoning district \_\_\_\_\_

Size of property: \_\_\_\_\_ acres OR  
\_\_\_\_\_ sq. ft.

### Variance request:

1. Specific section of the Land Development Code from which the variance is requested

\_\_\_\_\_

2. Describe the variance you are requesting in detail

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

**Standards of review:** Describe in as much detail as possible how the variance request meets **each** of the following standards (LDC 2.07.04). Attach additional sheets if necessary.

1. *That 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.*

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2. *That the special conditions and circumstances do not result from the actions of the applicant.*

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3. *That granting the variance requested will not confer on the applicant any special privilege that is denied by the Land Development Code to other lands, buildings, or structures in the same zoning district.*

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4. *That literal interpretation of the provisions of the Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant.*

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5. *That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.*

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6. *That the grant of the variance will be in harmony with the general intent and purpose of the Land Development Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.*

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**Certification:** I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for city staff to enter upon the property involved at any reasonable time for purposes of inspections or posting of notices.

\_\_\_\_\_  
Applicant typed or printed name

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

## Required Information & Materials

The following information must be submitted with the completed, signed and dated application form.

1. \_\_\_ A letter of petition stating the reason for the requested action.
2. \_\_\_ A site plan to scale showing the proposed improvement or location of the request, which may be drawn on the survey.
3. \_\_\_ A survey or drawing showing the location and dimensions of the property involved.
4. \_\_\_ A copy of the deed and legal description of the property involved.
5. \_\_\_ Application submittal fee per Comprehensive Fee Schedule.
6. \_\_\_ If the applicant is not the actual property owner, a verification of authorized agent must be provided.

## Procedure

The procedure for variance/after-the-fact variance is as follows:

1. Fully complete, sign, and date the applicable application form.
2. Submit the completed application, required information, and notarized affidavits to the Community Development Department.
3. Once the application is submitted and determined to be fully complete the requested action will be placed on the agenda of the Planning Commission for the next available meeting date based on advertising requirements.
4. The times, dates and locations of the required public hearings will be provided to the applicant by the Planning Administrator.
5. The City of Niceville shall post a sign on a conspicuous location on the property. This sign must be posted no less than 14 days prior to the scheduled public hearing.
6. The City of Niceville shall send notice letters to all property owners within 300 feet of the variance subject property's boundaries a minimum of 14 days prior to the scheduled public hearing.
7. The applicant must attend the Planning Commission meeting so as to answer any questions or issues that may arise.