



ADMINISTRATIVE VARIANCE

SECTION 1: SUBMITTAL CHECKLIST & FEE APPLICATION

**12400 NE 8 Avenue North Miami, FL 33161
305-893-6511, Ext. 19007
www.northmiamifl.gov**

Section 1: Submittal Checklist & Fees

Sec. 3-604(A) - Nonuse administrative variances may be granted by the community planning and development department for applications under the following circumstances:

1. For single-family, duplex, triplex or townhouse project a variance to setback requirements where the setback is not decreased by more than twenty (20) percent of what is required in the applicable zoning district.
2. A variance for setbacks for docks not to exceed ten (10) percent of the required setback.
3. A parking variance for the first restaurant in a shopping center which existed on the date of adoption of these LDRs. If a parking variance is required for the second restaurant in an existing center, the zoning appeals board shall consider the variance in accordance with the provisions of section 3-701 of this article.
4. For single-family, duplex, triplex, or townhouse lot, a variance to allow a driveway to maintain a side yard setback between two and one-half (2 ½) feet and five (5) feet, provided that the driveway is composed of pervious or permeable materials.
5. A variance for the parking or storage of recreational vehicles pursuant to section 5-1405.
6. A variance for any carport structure within the required front and side setbacks pursuant to the requirements of article 5, division 1, section 5-103 and all other applicable standards of these LDRs.
7. A variance/waiver of the street design standards enumerated within subsections (b), (c) and (f) of section 3-809 of this article.
8. A variance to permit a wire fence (without barbed wire) within the city's right-of-way, subject to the approval of the public works department director.
9. A variance shall not be granted if the property has any open code violations or unpaid code enforcement fines, except that the granting of a variance whose purpose is to cure or assist in curing a code violation shall be permitted.

Submittal Checklist:

- A completed application form with signed consent of all contiguous property owners, including those located across the street from the subject site;
- A survey of the property
- A site plan depicting the improvements to the property requiring a variance, specifically with respect to dimensions, proposed setbacks, heights, proposed landscaping, with a signed consent of neighboring property owners and any other elements directly related to the request.

Administrative Variance
\$293



Administrative Variance

Instructions: Please print or type all information. The application must be filled out accurately and completely.

PROPERTY OWNER'S INFORMATION:

Owner's Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ E-mail Address: _____

APPLICANT/DULY APPOINTED AGENT INFORMATION:

Contact Name: _____
Company Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail Address: _____

PROJECT INFORMATION:

Project Name: _____
Address of Property: _____
Folio Number(s): _____
Size of Property: _____ Building Square Footage: _____
Reason for Admin. Variance: _____

LEGAL DESCRIPTION: _____

PREVIOUS APPROVALS:

Previous approvals (list all previous approvals that substantial compliance/site plan modification/administrative modification is being sought):

_____ Date Approved: _____
_____ Date Approved: _____

Owner Affidavit

I, _____, being first duly sworn, depose and say that I am the legal owner of record of the property described and which is the subject of the proposed administrative variance, and that all statements and representations made are true and correct.

I understand that construction may not begin unless and until the variance is approved and building permit issued, and that all construction will be inspected for strict conformance to the plans submitted, Florida Building Code and to the variance specifications granted.

I acknowledge that I am subject to penalties of law, including the laws on perjury and to possible revocation of this variance for any false or misleading statements in this application.

Sworn to and subscribed to
Before me this _____ day
_____, 20__.

Signature of Property Owner

My Commission Expires:

Signature of Notary

