



## ADMINISTRATIVE VARIANCE

### SECTION 1: SUBMITTAL CHECKLIST & FEE APPLICATION

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[www.northmiamifl.gov](http://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. All other variances of dimensional requirements as the community planning and development director may deem appropriate and in keeping with the purpose and intent of the zoning district in which the development is located.
10. 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.
- Photos of boat, trailer, or recreational vehicles depicting screening from the public right-of-way and setbacks from property lines (if applicable)

**Administrative Variance  
\$317.20**



## 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

PLEASE BE AWARE THAT THIS IS A LEGALLY BINDING DOCUMENT AND ALL REQUESTED ADJUSTMENTS MUST BE STATED CLEARLY PRIOR TO ACQUISITION OF SIGNATURES. THERE WILL BE NO EXCEPTIONS.

## Consent Form

I, \_\_\_\_\_, have applied for an Administrative Variance to the Zoning Division of North Miami's Community Planning & Development Department, to permit \_\_\_\_\_

We, the undersigned property owners, have read (or have had read to us) the information applicable to this request for an Administrative Variance from the Zoning code as applied to the City of North Miami and fully understand that by subscribing my name to this consent form, I am waiving any objection to the proposed construction as outlined above and as shown on the plans accompanying this application. I further certify that I have subscribed my name freely and without any duress or apparent misrepresentation on the part of the applicant to this form and to the plans accompanying this application.

Property Owner (Please Print)	Address	Signature	Date