



ADMINISTRATIVE ACTION REQUEST SUPPLEMENT A

ADMINISTRATIVE SET BACK VARIANCE

Community Development | 9220 Bonita Beach Road, Suite 111 | Bonita Springs, FL 34135 | Phone: +1 239 444 6150 | Fax: +1 239 444 6140

If the request for an administrative variance is to modify the setbacks set forth in the Land Development Code, please submit the “Application for Administrative Action” form and the following:

1. Section of ordinance from which the administrative variance is sought: _____
2. INTENT: Explain exactly what is proposed and why the administrative variance is needed. (attach extra page if additional space is needed):

3. JUSTIFICATION: Explain why the administrative variance should be approved:

ADDITIONAL SUBMITTAL REQUIREMENTS: Please submit the following:

1. (Optional) Affidavits of no objection from all adjacent property owners including those which may be separated from the subject property by any right-of-way or easement.
2. Site plan, drawn to scale, indicating all buildings and easements on the property, the proposed structure or additions for which the administrative variance is sought, and any adjacent structures which may be affected by the requested administrative variance. The location of the requested administrative variance must be clearly indicated on the site plan.
3. (Optional) Photographs of property and surrounding area.
4. (Optional) Other Documentation. Copies of permits or other approvals applicable to the requested administrative variance.

EXPLANATORY NOTES

1. Section of ordinance from which relief is sought: Indicate the specific section(s) of the Land Development Code from which relief is being sought.
2. INTENT: Explain exactly what is proposed and why the administrative variance is requested. (use additional paper if necessary):
3. JUSTIFICATION: Explain the justification or why an administrative variance should be granted for requesting the relief. Applicant must also provide documentation which substantiates that the request is the minimum necessary to obtain relief.

ADDITIONAL SUBMITTAL REQUIREMENTS

1. (Optional) Affidavits of no objection from all adjacent property owners including those which may be separated from the subject property by any right-of-way or easement.

Note: The affidavit should include a description of the requested variance. Failure to obtain letters of no objection will not have a negative effect on the Directors decision but may help facilitate the application review.

2. (Required) Site plan, drawn to scale, indicating all buildings and easements on the property, the proposed structure or additions for which the variance is sought, and any structures on adjacent property which may be affected by the requested variance. The location of the requested variance must be clearly indicated on the site plan.
3. (Optional) Photographs of property and surrounding area. Photographs of the property, especially the portion for which relief is sought may facilitate the review process. It is suggested that pictures of the adjacent property nearest the proposed structure be included.
4. (Optional) Copies of permits, development orders, or resolutions approving rezoning, special exceptions, special permits, or variances on the property or any other documentation that may pertain to the request if the applicant feels they might help facilitate the Directors decision.

NOTE: ACCEPTANCE OF AN APPLICATION FOR AN ADMINISTRATIVE VARIANCE IN NO WAY GUARANTEES ITS APPROVAL. IF THE DIRECTOR DETERMINES THAT THE REQUESTED VARIANCE IS BEYOND THE SCOPE OF THE LAND DEVELOPMENT CODE AND THAT A PUBLIC HEARING FOR THE VARIANCE IS NECESSARY, THEN ALL FEES PAID TOWARD THE ADMINISTRATIVE APPLICATION MAY BE APPLIED TOWARD AN APPLICATION FOR PUBLIC HEARING OF THE REQUESTED VARIANCE.

THE DIRECTOR'S DECISION ON AN ADMINISTRATIVE VARIANCE IS FINAL AND CAN NOT BE APPEALED. IN THE EVENT THE DIRECTOR DENIES THE REQUEST THE APPLICANT'S ONLY RECOURSE IS TO APPLY FOR A PUBLIC HEARING VARIANCE. NO FEES PAID FOR THE ADMINISTRATIVE VARIANCE WILL BE REFUNDED OR APPLIED TOWARDS THE PUBLIC HEARING.