



CITY OF MARATHON PLANNING DEPARTMENT

9805 Overseas Highway, Marathon, Florida 33050

Phone (305) 743-0033 FAX (305) 743-3667

ADMINISTRATIVE VARIANCE APPLICATION

FEE \$500.00

PROCEDURES

Within ten (10) working days of the receipt of the complete application package, including all supporting documents and payment of the application fee, Planning Staff shall review the application for compliance with the City of Marathon Land Development Regulations and will notify the applicant of completeness or deficiencies.

The Planning Director shall review the application and may grant, grant with conditions or deny the Administrative Variance. The Applicant shall provide written notice to all property owners within 100 feet of the subject property of the City's intent to issue the Administrative Variance. The Applicant shall also supply a typed list of property owners within a 100' radius of the subject property. This list should be compiled from the current tax rolls located in the Property Appraiser's Office. Also, please indicate the subdivision name, lot and block for each address. The Applicant must follow procedures for mailed notices as provided in Section 102.08 of the City of Marathon's Land Development Regulations.

Within thirty (30) working days of the date of the notice to issue, a public hearing on the application for the Administrative Variance may be requested in writing to the Director, by the Applicant, an adjacent property owner, or an aggrieved or adversely affected property owner located within one hundred (100) feet of the property subject to the permit.

If a public hearing is requested, it will be scheduled before the Planning Commission. The person requesting the appeal shall be responsible for providing notice of the hearing in accordance with the provisions of Section 102.126 of the Land Development Regulations.

The City shall issue the Administrative Variance if a public hearing is not requested in accordance with this subsection.

Criteria for Approval of an Administrative Variance

The Planning Director shall consider whether the foregoing conditions exist:

1. The proposed variance is compatible with the surrounding land uses and will not be detrimental to the community;
2. The variance is the minimum necessary to make possible the use of the property that is the subject of the variance; and
 - a. The variance will not have an adverse effect upon near shore water quality, as determined by the City Biologist; and
 - b. The variance will not have a negative impact upon the City's affordable stock.



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1. **Property Owner:** Name: _____
Mailing Address: _____
Phone: Home: () _____ Office: () _____

2. Property owner must submit a notarized letter authorizing the agent to act on his/her behalf and stating the agent's name, address, and phone number.

Agent (if applicable): Name: _____
Mailing Address: _____
Phone: Home: () _____ Office: () _____

3. **Description of Property:**

Street Address: _____

Lot: _____ Block: _____ Subdivision: _____

If in metes and bounds, attach on a separate sheet.

Key: _____ Mile Marker: _____

Real Estate Number: _____

4. **Variance Requested:** (use additional paper if necessary)

Describe the variance request and exactly what the variance would allow you to do:

5. **Background Information:**

Size of property: _____ Land Use District: _____

Present use of property: _____

Have you applied for a variance on this property in the past? _____

If yes, when? _____

Circumstances of previous application: _____

6. **Variance Conditions:** Please use additional paper if necessary.

Provide justification and cause why the variance should be granted and how it meets the Criteria for Approval? _____

If a public hearing is requested, it will be scheduled before the Planning Commission. The person requesting the appeal shall be responsible for providing notice of the hearing in accordance with the provisions of Chapter 102, Article 4 of the City of Marathon Land Development Regulations.

The City shall issue the administrative variance if a public hearing is not requested in accordance with this subsection.

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.

Signature of Applicant or Agent

Date

State of Florida Notary Public

The foregoing signature was acknowledged before me this ____ day of _____, 20__ by _____, who is personally known to me ____ or has produced _____ as identification.

Seal:

Notary Public Signature
My Commission Expires: _____

THE FOLLOWING SUPPORTING INFORMATION MUST ACCOMPANY THE APPLICATION FOR VARIANCE:

NOTE: If the supporting data (i.e. survey, site plan) is larger than 8 ½ x 14 inches, ten (10) copies must be submitted.

1)

- a) Photographs of the site looking N, E, S & W from the perimeters of the property and from the main adjacent road. A recent aerial photograph with property boundaries delineated.
- b) A site plan showing all proposed and existing structures, improvements, parking facilities, etc. with all dimensions to scale. Indicate on the site plan any proposed structures with previously approved variances and the location of the property entrance.
- c) A copy of the Land Use District Map showing surrounding property within one hundred (100) feet of the subject property boundaries.
- d) A typewritten list of names and addresses of all owners of property within one hundred (100) feet of the borders of the property. This list should be compiled from current tax rolls located in the Property Appraiser's office. Please indicate the subdivision name, lot & block #'s and the RE #'s for each address and note those that are adjoining the property. Adjoining lots are still considered adjoining even if they are bounded or bisected by a canal or street. When a condominium is within one hundred (100) feet of the proposed variance, information on each unit owner must be provided.
- e) The Applicant must follow procedures for mailed notices as provided in Section 102.08 of the City of Marathon's Land Development Regulations.
- f) Proof of ownership of subject property. (Copy of a recorded Warranty Deed or Property Record Card).
- g) Survey of the property prepared by a surveyor registered in the State of Florida.