



City of Ocala
 Growth Management Department
 201 S.E. 3rd Street, 2nd Floor
 352-629-8404 | www.ocalafl.gov | gmd@ocalafl.gov

VARIANCE REQUEST

- Variance through the Board of Adjustment (\$1,250)
- Administrative Variance (\$400)

Due Date: Complete application 45 days prior to P&Z Commission meeting held on the second Monday of the month. Incomplete applications will not be processed until all required information is submitted. Staff may request additional information to properly review the application.

Name of Petitioner(s):							
Mailing address:		City:			State:		
Phone:		Email:					
Parcel Number(s):							
Section:		Township:		Range:		Size of Property:	
Attach Legal Description: It shall be the applicant's responsibility to provide the correct legal description for the subject property. The application will not be processed until a correct legal description is provided. An electronic file of the legal description in Word format, plus site plan or site sketch (PDF), must be submitted with the application.							
Street address of the property:							
Present Land Use designation:							
Present Zoning District:							
Description of request:							
Is a special exception being requested along with this variance? <input type="checkbox"/> Yes <input type="checkbox"/> No							
The application will not be processed if these items do not accompany the application: <ul style="list-style-type: none"> <input type="checkbox"/> Deed or other proof of ownership <input type="checkbox"/> Notarized signature of the current property owner(s) & the agent's signature, if applicable <input type="checkbox"/> The appropriate fee in cash or check (Payable to the City of Ocala) <input type="checkbox"/> Electronic file of legal description in Word format, plus sketch/ site plan (PDF) 							

ATTENDANCE at the public hearing by the applicant or agent (as designated in writing) **IS RECOMMENDED**



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**A VARIANCE FROM THE TERMS OF THE ZONING CODE WILL NOT BE CONSIDERED
UNLESS THE FOLLOWING ARE ADDRESSED IN WRITING:**

(Attach additional pages if necessary)

What special conditions and circumstances exist that are peculiar to the land, structure or building involved and which are not applicable to other land structures or building in the same zoning district?

How does the literal enforcement of the provisions of the Zoning Code deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Zoning Code?

What special conditions and/or circumstances exist, as stated in Number 1 above, which do not result from the action of the applicant?

Will granting the requested variance confer on the applicant any special privilege that is denied by the Zoning Code to other lands, structures, or buildings in the same district?

STAFF USE ONLY:

Date received: _____

Variance requested from Section(s) _____ of the Land Development Regulations

Petition contains all required information: Yes No

Petition rejected: Yes No (see attached reason)

Petition accepted: Yes No Case #: _____

Special exception (if being sought concurrently): #: _____

Site plan drawn to scale accompanies application: Yes No Date: _____

