

TOWN OF PINE ISLAND

Variance Submittal Checklist

Use this checklist to assemble a complete application. **An application is not accepted for review until it is complete and the fee is paid.** Staff issues a written completeness determination by the 10th business day after submittal.

REQUIRED ITEMS

Required Item	Applicant	Staff
Completed Variance application (PDO-04)	☐	☐
Existing site plan or survey, drawn to scale	☐	☐
Proposed site plan or survey of the project, drawn to scale	☐	☐
Aerial map of properties adjacent to the subject property	☐	☐
Narrative addressing each criteria for approval included in the PDO	☐	☐
Other supporting documentation	☐	☐
Application fee per the Town Fee Schedule	☐	☐

APPLICANT ACKNOWLEDGMENT

I have reviewed this checklist and confirm the items marked are included. I understand staff may request additional items consistent with the PDO, and that the application expires if missing items are not provided within 45 days of submittal.

Applicant signature	Date	Received by / date

TOWN OF PINE ISLAND

Variance Application

*Request for relief from a dimensional or development standard
Heard by the City Council sitting as the Building Board of Adjustment*

WHAT THIS IS

A variance allows a specific, limited departure from a PDO standard where special physical conditions create an unnecessary hardship.

There is a presumption against variances. A variance will not be granted for a self-created or personal hardship, based solely on economic gain or loss, or to grant a privilege not allowed on other parcels in the district.

1 · APPLICANT & OWNER

APPLICANT / AGENT NAME *

ROLE (OWNER / AGENT / OTHER)

MAILING ADDRESS

CITY / STATE / ZIP

PHONE

EMAIL

PREFERRED CONTACT

PROPERTY OWNER OF RECORD *

OWNER PHONE

OWNER MAILING ADDRESS

CITY / STATE / ZIP

2 · SUBJECT PROPERTY

PROPERTY ADDRESS / LOCATION *

ACREAGE / SQ. FT.

WALLER CAD PROPERTY ID(S)

SUBDIVISION / LOT / BLOCK

CURRENT ZONING

LEGAL DESCRIPTION (ATTACH IF LENGTHY)

3 · VARIANCE REQUESTED

PDO STANDARD(S) FROM WHICH A VARIANCE IS REQUESTED (CITE SECTION AND THE REQUIRED DIMENSION) *

EXACT VARIANCE REQUESTED (E.G., REDUCE FRONT SETBACK FROM 50 FT TO 35 FT) *

DESCRIBE THE SPECIAL PHYSICAL CONDITIONS OF THE PROPERTY THAT CREATE THE HARDSHIP *

4 · REQUIRED SUBMITTAL ITEMS

Provide each item below. Staff may identify additional items consistent with the PDO.

- ☐ Existing site plan or survey of the subject property, drawn to scale
- ☐ Proposed site plan or survey of the project for which the variance is sought, drawn to scale
- ☐ Aerial map showing properties adjacent to the subject property
- ☐ Narrative addressing each approval criterion in Sec. 2.7.E
- ☐ Other supporting documentation
- ☐ Required fee per the Town Fee Schedule

5 · HOW THE REQUEST IS EVALUATED

The Council, sitting as the Building Board of Adjustment, must make written findings of fact. Relief may be granted only if:

Approval criteria

- The variance does not violate the intent of the PDO;
- The request is the minimum variance necessary to gain the relief requested;
- Special conditions of restricted area, topography, or physical features exist that are peculiar to the parcel and not applicable to others in the same district;
- The hardship is in no way the result of the applicant's own actions; and
- Strict interpretation would deprive the applicant of rights commonly enjoyed by other complying properties in the same district.

Existing-structure hardship factors the Board may also consider

- Cost of compliance exceeds 50% of the structure's appraised value;
- Compliance would lose at least 25% of the developable lot area;
- Compliance would violate another code requirement;
- Compliance would unreasonably encroach on an adjacent property or easement; or
- The Town considers the structure to be nonconforming.

6 · PROCESS & DECISION

1. Submit to the City Manager; staff reviews for completeness and forwards a recommendation to the Board.
2. Both written notice and published notice are required before the hearing.
3. The Council, sitting as the Building Board of Adjustment, holds a public hearing and votes to approve, approve with conditions, or deny; it makes written findings of fact.

NOTE

An approved variance is effective 180 days; if no building permit application is filed in that time, the variance is void.

7 · FEES & COMPLETENESS

FEES

All fees are set in the Town of Pine Island Fee Schedule, as amended by City Council. **An application will not be accepted for review without the required fee.**

Make payment payable to: "Town of Pine Island." Confirm the current amount with the City Secretary.

COMPLETENESS & TIMING

Staff issues a written completeness determination by the 10th business day after submittal. If incomplete, you will be told what is missing; the application expires if the items are not provided within 45 days of original submittal.

A complete application is not a determination that the request complies with the PDO. Fees are non-refundable once an application is determined administratively complete.

8 · CERTIFICATION & SIGNATURES

Owner certification & agent authorization. I certify that I am the owner of record of the property described above (or am authorized to act on the owner's behalf), that the information in this application is true and correct, and that I authorize Town staff to enter the property as reasonably necessary to review this request. If filed by an agent, the owner's signature below authorizes that agent to act on the owner's behalf, as required by Sec. 2.2.B.

Signature — Property Owner

Date

Signature — Applicant / Agent (if different)

Date

STAFF USE ONLY

Date received: _____ Received by: _____ Fee/Receipt: _____

Completeness due (10th day): _____ Case #: _____

P&Z hearing: _____ Council: _____