

**CITY OF TARPON SPRINGS, FLORIDA
Board of Adjustment Application**

Return to:
Planning & Zoning Division
324 E. Pine Street
Tarpon Springs, FL 34689
(727) 942-5611

(Please type or print clearly)

Property Owner(s)

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

Applicant

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

Agent (if applicable)

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

General Information

Property Location or Address		
Legal Description (attach additional sheets as necessary)		
Tax Parcel Number(s)	Land Use Category	Zoning District

Requested Action: [please check all that apply]

- Setback variance
 Fence height variance
 Sidewalk waiver
 Other _____
 Parking variance
 FAR variance
 Appeal or re-hearing

Describe Request: (attach additional sheets as necessary)

Required LDC Regulation(s): [list all that apply]

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The following **MUST** be furnished with this application: [incomplete applications will not be accepted]

- Completed original application
- Application fee:
 - Variance Request \$250.00 each
 - Appeal of Administrative Decision \$250.00 each
- \$150.00 advertising cost for each required ad
- Property survey, signed and sealed by a professional land surveyor
- Written description of hardship
- Proof of ownership (a copy of the deed which conveyed title to the present owner of the property)
- Other supporting information, as necessary
- Mailing labels for public notices (see attached instructions and request form) and applicable postage charges

Board of Adjustment Review Standards

The Board of Adjustment shall grant no variance unless all of the following standards are met and are proven by competent substantial evidence:

(1) The need for the requested variance arises out of the physical surroundings, shape, topographical conditions, or other physical or environmental conditions that are unique to the specific property involved, and which do not apply generally to property located in the same zoning district.

(a) Preservation of a Protected Tree(s) or Native Tree(s), but not an Invasive Tree(s), as defined in Sections 133, Tree Protection and Preservation, and 134, Landscaping and Screening, of the LDC, may be considered as a relevant environmental condition under this subsection.

(b) Location of the property in the Historic District within the City may also be considered as a unique physical condition. However, any variance applied for within the Historic District shall be found to be compatible with the character of the properties within that District before any variance may be granted. In addition, any variance applied for within the Historic District shall be considered by the Board of Adjustment only after the Board considers the comments and recommendations of the Heritage Preservation Board.

(2) The conditions or special circumstances peculiar to the property have not been self-created or have resulted from an action by the applicant or with prior knowledge or approval of the applicant. Specifically, no variance may be granted arising from illegal construction of a structure or an illegal use of the premises which would have otherwise required a building permit or other specific permit to be issued and which construction or which use was commenced unlawfully. Under such conditions, the property owner shall have no legal right to apply for a variance and the Board will have no legal right to grant such a variance.

(3) Literal enforcement of the requirements of the City of Tarpon Springs' Comprehensive Land Development Code would have the effect of denying the applicant reasonable use of the property, or legally conforming buildings or other structures, and the requested variance is the minimum variance that will make possible the reasonable use of the property; and

(4) Granting the variance will not confer any special privilege that is not allowed for other lands, buildings, or structures in the same zoning district; no variance will be granted that extends to the applicant a use of property that is not commonly enjoyed by other persons in similar circumstances.

(5) Granting the variance will not substantially diminish property values in the surrounding area, substantially interfere with, or injure the rights of others whose property would be affected by approval of the variance, alter the essential character of the neighborhood, or create a nuisance.

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AFFIDAVIT

I (we), the undersigned, certify ownership of the property within this application, that said ownership has been fully divulged, whether such ownership by contingent or absolute, and that the name of all parties to an existing contract for sale or any options are filed with this application. I (we) certify that _____ is/are duly designated as the agent(s) for the owner, that the agent(s) is (are) authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition. Further, it is understood that this application must be complete and accurate and the appropriate fee paid prior to processing.

Date: _____	Title Holder: _____
Date: _____	Title Holder: _____
Date: _____	Title Holder: _____
Date: _____	Title Holder: _____

STATE OF FLORIDA)
COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me this _____ day of _____, A.D., 20 ____ by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

Name: _____
Signature: _____
Stamp:

CITY OF TARPON SPRINGS, FLORIDA
Mailing Label Request Instructions

City codes require that mailed notices be sent to surrounding property owners for certain types of applications and requests. It is the applicant's responsibility to provide the mailing labels to the City for such notices.

Please use the attached Label Request form from the Pinellas County Property Appraiser's Office to request mailing labels.

1. Fill in the blanks as appropriate for Name and Phone Number.
2. Specify the Search Distance as 200 feet.
3. Fill in the Subject Parcel Number(s). If there is more than one parcel number you must identify all parcels included in the application. Please use a separate sheet if necessary. If you need assistance identifying the appropriate parcel number(s) please contact the City's Planning and Zoning Division at 727-942-5611.
4. Fill in the Subject Address. This is the street address of the subject property. If the property is vacant, simply write "vacant, no address" on this line.
5. Mark the box labeled "Locus Search" and request at least 1 set of labels. You are not required to submit printed reports or a CD. Do not request a "Radius Search."
6. Fax the completed form to the number provided.
7. Allow at least 24 hours turnaround time.
8. Mailing labels may be picked up at the following address:

Pinellas County Courthouse
Property Appraiser's Office
315 Court Street, 2nd Floor
Clearwater, FL 33756
9. Attach the mailing labels and a copy of the completed Label Request form to your City of Tarpon Springs application. Using these labels the City will mail notice of your application to the surrounding property owners. Your application cannot be processed without the required mailing labels.

Label Request

The Pinellas County Property Appraiser's Office provides two types of parcel searches. Please choose which type of search you would like for your label request.

- A **Radius Search** is based on approximate center points of a subject parcel and the parcels that surround it. The search will identify parcels having center points within a specified distance from the center of the subject. This type of search will not identify some parcels that are only partially within the specified distance of the subject's center. This is the quicker and more economical search type.
- A **Locus Search** is a parcel search based on the boundaries of a subject parcel. Any parcel which is entirely or partially within a specified distance of any part of the subject's boundary will be included in the results. This is a more costly search because it must be performed by a member of our mapping staff, but it is more appropriate if you must identify every parcel within a certain distance of the subject for a legal purpose such as zoning variance hearings.

You must specify the distance to be used for either type of search. *Please see back of this request form for an illustration of the difference between Radius and Locus searches.*

Other custom parcel searches must be requested at the Property Appraiser's Mapping or Data Processing Departments in Clearwater.

All reports are generated based on the data in the Property Value Roll as of the date the report is run. The run date will be listed on your report.

Name _____

Phone _____

Search Distance _____

Subject Parcel Number _____ / _____ / _____ / _____ / _____ / _____
Section Twnbsp. Range Subdivision Block Lot

Subject Address _____

Please select Locus or Radius Search and quantity:

<input type="checkbox"/> Radius Search _____ Quantity (sets of labels & printed reports only) Pricing for a Radius Search: The pricing below includes the cost of labor and one set of labels and one set of printed reports. The final price is based on the number of parcels identified by the search: <table style="margin-left: 40px; border: none;"> <tr><td>1 - 100 parcels</td><td style="text-align: right;">\$10.00</td></tr> <tr><td>101 - 150 parcels</td><td style="text-align: right;">\$11.00</td></tr> <tr><td>151 - 200 parcels</td><td style="text-align: right;">\$12.00</td></tr> <tr><td>201 - 250 parcels</td><td style="text-align: right;">\$13.00</td></tr> <tr><td>Over 250 - Add \$1.00 for groups or partial groups of fifty parcels</td><td></td></tr> </table>	1 - 100 parcels	\$10.00	101 - 150 parcels	\$11.00	151 - 200 parcels	\$12.00	201 - 250 parcels	\$13.00	Over 250 - Add \$1.00 for groups or partial groups of fifty parcels		<input type="checkbox"/> Locus Search _____ Quantity (sets of labels only) _____ Quantity (Printed Reports) _____ Quantity - CDs (in CSV format) Pricing for a Locus Search: \$30.00 per hour for labor plus \$1.00 per page for labels and \$3.00 per 100 pages of printed reports. \$15 per CD. Printed reports are not automatically included with the Locus Search and must be specifically requested. CDs are only available for Locus searches
1 - 100 parcels	\$10.00										
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201 - 250 parcels	\$13.00										
Over 250 - Add \$1.00 for groups or partial groups of fifty parcels											

Please fax completed form to: **727-464-3448**. Call 727-464-3027 with questions.

C ALLOW AT LEAST 24 HOUR TURNAROUND TIME ON ALL REQUESTS C

Public information is furnished by the Property Appraiser's Office and must be accepted by the recipient with the understanding that the information received was developed and collected for the purpose of developing a Property Value Roll per Florida Statute. The Pinellas County Property Appraiser's Office makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability or suitability of this information for any other particular use. The Pinellas County Property Appraiser's Office assumes no liability whatsoever associated with the use or misuse of such information.