

APPLICATION FOR WAIVER OF ARCHITECTURAL AND AESTHETIC REQUIREMENTS

This application must be **typed or printed in black ink** and submitted with **three (3) copies**, providing for a total of four complete applications with all required attachments, to:
Planning and Development Department
Zoning Section
Ed Ball Building
214 North Hogan Street, 2nd Floor
Jacksonville, Florida 32202

Application No.
Waar-
Set for Public Hearing on:
Notice of Violation:

FOR INFORMATION REGARDING THIS FORM, CALL: (904) 255-8300.

For Official Use Only

1. Date Submitted:	2. Date Filed:	3. Current Zoning District(s):	4. Future Land Use Map Category (FLUMs)	5. Applicable Section of Ordinance Code:
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Amount of Fee _____ Council District _____ Planning District _____ Zoning Panel No. _____

Number of Signs to be Posted _____ Zoning Code _____ Zoning Clerk Initials _____

Previous Zoning Applications filed? _____ If yes, state Application No(s) _____

Neighborhood Association? _____

TO BE COMPLETED BY APPLICANT

6. Complete Property Address: _____ <hr style="border: 1px solid black;"/> Real Estate Number: _____ Date lot was recorded: _____	7. Between Streets: _____ and _____
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8. Waiver Sought: _____

9. In whose name will the Waiver be granted? _____

10. Land Area (Acres) _____	<table style="width: 100%; border: none;"> <tr> <td colspan="2" style="text-align: center;">Utility Services Provider</td> </tr> <tr> <td style="width: 50%;">well _____</td> <td style="width: 50%;">city water _____</td> </tr> <tr> <td>septic tank _____</td> <td>city sewer _____</td> </tr> </table>	Utility Services Provider		well _____	city water _____	septic tank _____	city sewer _____
Utility Services Provider							
well _____	city water _____						
septic tank _____	city sewer _____						

***** NOTICE TO OWNER/AGENT *****

Section 656.436 (a) 1 through 4, Ordinance Code, provides that, with respect to action upon applications for Waivers, the Planning Commission shall grant a waiver for minimum architectural and aesthetic requirements for a single-family dwelling if, based on competent and substantial evidence, the application meets **all** of the following:

11. Provide answers to the following questions pertaining to the standards and criteria. You may attach a separate sheet if necessary. *(Please note that failure by the applicant to adequately substantiate the need for the waiver and to meet the criteria set forth below may result in a denial).*

1. There are practical or economic difficulties in carrying out the strict letter of the regulation.

2. The request is not based exclusively upon the desire to reduce the cost of constructing or sitting the single family dwelling:

3. The proposed waiver will not substantially diminish property values in, nor alter the essential character of the area surrounding the single family dwelling and will not substantially interfere with or injure the rights of others whose property would be affected by the waiver: and

4. The proposed waiver will not be detrimental to the public health, safety or welfare, result in additional public expense, the creation of nuisances or conflict with any other applicable law.

12. Attachments - One of each of the following should be included in each copy of the application, providing for four (4) complete copies.

All copies, with the exception of the 2 required large site plans, should be on 8 1/2" x 11" paper.

___ Survey and liquor survey with addresses and zip codes for all churches and schools shown within 1500'

___ Site Plan as required per instructions. **(All copies on 8 1/2 x 11 and 2 copies on 11 x 17 or larger)**

___ Photographs and/or elevation drawings of the proposed dwelling.

___ Photographs of single family dwellings within the immediate neighborhood (within 350 feet of subject property).

___ Letter of Authorization for Agent is required if application is made by any person other than the property owner.

___ Legal description may be either lot and block or metes and bounds, including real estate assessment number(s) of the subject property.

***** NOTICE TO OWNER / AGENT *****

Please review your application. All spaces noted as "TO BE COMPLETED BY APPLICANT" must be filled in for the application to be accepted.

No application will be accepted as "Complete and filed" until all the requested information has been supplied and the required fee has been paid. The acceptance of an application as being complete does not guarantee its approval by the Planning Commission. **You (or your agent) must be present** at the public hearing.

The required signs **must be posted** on the property within five (5) working days after the filing of this application. The sign(s) must remain posted and maintained until a final determination has been made on the application. **Proof of notice publication must be submitted to the Current Planning Division of the Planning and Development Department, Florida Theatre Building, 128 East Forsyth Street, Suite 700, Jacksonville, Florida 32202, (904) 630-1902, PRIOR TO THE HEARING.**

Also, an agent's letter of authorization must be attached if the application is not signed by the owner of record and also if someone attends the meeting on the applicant's behalf without prior authorization.

FILING FEES	NOTIFICATION COSTS:
RESIDENTIAL DISTRICTS..... \$250.00	\$7.00 PER ADDRESSEE
NON-RESIDENTIAL DISTRICTS..... \$500.00	ADVERTISING COSTS:
	BILLED TO OWNER /AGENT

***** Applications filed to correct existing zoning violations are subject to a double fee. *****

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

PLEASE PRINT:

Name and address of Owner(s)

Name and address of Authorized Agent(s)

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State: _____ Zip: _____

State: _____ Zip: _____

Email: _____

Email: _____

Daytime Telephone: _____

Daytime Telephone: _____

SIGNATURE OF OWNER(S)

SIGNATURE OF AUTHORIZED AGENT(S)

The Agent's letter of authorization must be attached if application is not signed by the owner of record

INSTRUCTIONS FOR FILING WAIVER OF MINIMUM ARCHITECTURAL AND AESTHETIC REQUIREMENTS

An application for Waiver is filed with the Planning and Development Department, Zoning Section, Ed Ball Building, 214 North Hogan Street, 2nd Floor, Jacksonville, Florida 32202, (904) 255-8300. All applications must be complete when filed. The following is a step by step guide to help persons interested in applying for a deviation.

Items 1 through 5

These blocks are for official use only and will be completed by the Zoning Section Staff.

Item 6 - Complete Property Address

Enter the street address, the real estate number(s), and the date that the lot was officially recorded as shown on the original deed for the parcel. Real estate numbers can best be obtained through the Property Appraiser's Office in the Claude Yates Building on 231 E. Forsyth Street, Room 270.

Item 7 - Intersecting Streets This question seeks the names of the two streets closest to the applicant's property, not including the street on which ingress and egress will occur. Normally, these streets intersect the street on which the proposed development is located.

Item 8 - Waiver Sought fill in the blanks to illustrate the requested waiver in the architectural and aesthetic requirements.

Item 9 - Name that the waiver will be granted to. Here the applicant must provide the name of the person for whom the waiver is to be granted to.

Item 10 - Land Area (Acres) and Utility Services Provider Please write here the total acres of the proposed variance and indicate whether the utilities will be provided by the City of Jacksonville, private well and septic tank, or another provider.

Item 11 -These items represent the criteria used by the Planning Commission to grant a waiver. The applicant should review these and be prepared to explain how the specific request meets all applicable criteria, thereby providing substantial competent evidence to grant the proposed waiver.

Item 12 - Attachments

An Application for Waiver **must** consist of four (4) complete sets of the application and all required attachments. All required attachments should be provided **on** 8 ½" x 11" paper, with two of the four application sets, having included site plans at 11" x 17" or larger.

- Survey - (*signed and sealed by a licensed surveyor within the last five (5) years or as required by Current Planning Section.*) *The same shall show all improvements existing on the property as of the date this application is filed.*
- Legal description (*either lot and block or metes and bounds*)
- Site Plan
- Photographs and/or elevations drawings of the proposed dwelling.
- Photographs of single family dwellings within the immediate neighborhood (within 350 feet of the subject property).
- Lot grading plan.
- Letter of Authorization for Agent **is required** if application is made by **any person other than the property owner.**

The following information **must be shown** on the site plan:

- A. Property dimensions and total land area
- B. Buildings (*including dimensions and total lot coverage area*)
- C. Ingress and egress (*driveways, alleys and easements*)
- D. Adjacent streets and right-of-way
- E. North arrow, map scale and date of drawing
- F. Building setbacks per Zoning Code
- G. Adjacent zoning districts and property uses
- H. Square footage of dwelling
- I. Dimensions of exterior façade (*projections*)
- J. Information on foundation plan (*if applicable*)
- K. Site orientation
- L. Exterior steps (*if applicable*)
- M. Electric meter box
- N. Garage (*if applicable*)

All drawings must be drawn to scale. Failure to have a "to-scale" drawing with each of the items above shown could result in your application being denied by the Zoning Section.

When your **completed** application is submitted to the Planning and Development Department, Zoning Section, Ed Ball Building, 214 North Hogan Street, 2nd Floor, Jacksonville, Florida, (904) 255-8300. A list of property owners (*addressee*) within the 350 feet radius of the property will be prepared by the Department.

NOTE: There is a 21-day appeal period after a deviation is granted before the final order can be issued.