

**VARIANCES – PUBLIC HEARING
SUBMISSION REQUIREMENTS FOR COMPLETENESS REVIEW**

Applications for Variances that require a Public Hearing shall include the following:

- Completed Public Hearing Variance Application (Form B-10)
- Completed Affidavit of Ownership / Agent Authorization (Form B-2)
- Historic Preservation Certificate of Appropriateness (if applicable) (copy of approval or copy of application)
- Application fee payment receipt
- Demonstration of Hardship letter prepared by applicant/agent
- Completed Preliminary Site Plan Standards checklist (Form B-20) and a
- Preliminary Site Plan with an appropriate narrative that conforms to those Standards (if applicable)

**MANATEE COUNTY GOVERNMENT
BUILDING AND DEVELOPMENT SERVICES DEPARTMENT
VARIANCE APPLICATION**

FOR STAFF USE ONLY

Project Number: _____ Application Number (DTS): _____
Project Name: _____ Completeness Date: _____

Please attach the appropriate standards checklist and supplementary information forms, as applicable.

Property Information

1. Project Numbers of Previous Approvals (Bldg permit #s, Site plan Numbers): _____
2. Legal Description: _____
3. Parcel ID. Number (PIN): _____
4. Section: _____ Township: _____ Range: _____
5. Lot: _____ Block: _____
6. Subdivision Name (if Platted): _____
7. Present Zoning/Overlays Classifications (Districts): _____
8. Present Future Land Use/Overlays Category (District): _____
9. Flood Zone Category: _____ Flood Map/Panel Numbers: _____
10. Existing Use(s) of Subject Property) (i.e.: Agricultural, Conservation, Institutional, Manufacturing, Professional Office, Residential, Retail, School, Vacant): _____

11. Property Size (sq ft or nearest quarter of acre.): _____
12. Address or Location of Property (to verify current address contact the Address Coordinator):

13. Description of Proposed Activity or Use (Attach separate sheet if necessary): _____

Contact Names/Addresses

List all person(s) having ownership in subject property

1. *Name of Agent's Firm: _____
Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell Phone: _____
E-mail Address: _____ Fax: _____
2. Name of Engineering Firm: _____
Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell Phone: _____
E-mail Address: _____ Fax: _____
3. Name of Architectural Firm: _____
Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell Phone: _____
E-mail Address: _____ Fax: _____
4. Name of Landscape Architectural Firm: _____
Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell Phone: _____
E-mail Address: _____ Fax: _____
5. Name of Property Owner: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell Phone: _____
E-mail Address: _____ Fax: _____
6. Second Property Owner: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Cell Phone: _____
E-mail Address: _____ Fax: _____

* ALL WRITTEN CORRESPONDENCE WILL BE SENT TO THE AGENT. IF THERE IS NO AGENT LISTED, CORRESPONDENCE WILL BE SENT TO THE PROPERTY OWNER.

Signature

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or Final Development Approval. By executing this application, I acknowledge that I am familiar with the Rules of Procedure which apply to the boards or commissions which will act on my application and that I have read and understand such Rules of Procedures.

(Signature of Property Owner or Agent)

(Print Name)

Additional Information

CONTACT:

Building and Development Services Department
Reviewer on Call
1112 Manatee Avenue West, Fourth Floor 34205
P. O. Box 1000, Bradenton, FL 34206

Telephone: (941) 748-4501, Extension 3070

Fax Number: (941) 708-6152

<http://www.mymanatee.org>

**MANATEE COUNTY PLANNING DEPARTMENT
AFFIDAVIT OF OWNERSHIP/AGENT AUTHORIZATION AFFIDAVIT**

Being first duly sworn, depose(s) and say(s):

1. That I am (we are) the owner's and record title holder(s) of the following described property legal description, to wit: _____

2. That this property constitutes the property for which a request for _____

(Type of Application Approval Requested)

Is being applied for to Manatee County, Florida;

3. That the undersigned has (have) appointed and does (do) appoint _____ as agent(s)

to execute any petitions or other documents necessary to affect such petition; and request that you accept my agent(s) signature as representing my agreement of all terms and conditions of the approval process;

4. That this affidavit has been executed to induce Manatee County, Florida to consider and act on the foregoing request;

5. That I, (we) the undersigned authority, hereby certify that the foregoing is true and correct.

_____/_____
Owner's Signature/Print Title

_____/_____
Owner's Signature/Print Title

STATE OF FLORIDA
COUNTY OF **MANATEE**

The foregoing instrument was acknowledged before me this _____ by _____
(date)
_____ who is personally known to me or who
(name of person acknowledging)
has produced _____ as identification.
(type of identification)

My Commission Expires: _____

Signature of Person Taking Acknowledgment

Name

Title or Rank

PRELIMINARY SITE PLAN STANDARDS

The following minimum information is required by the Manatee County Land Development Code. Applications will **NOT** be processed unless all required information is submitted. Any item believed "not applicable" must be explained in writing and noted on the plan.

Note: Applicant must check (✓) and give page number on which information is provided.

1. Basic Information

**Page
#/Applicant/Staff**

- | | |
|--|---------------|
| a. Sheet size, max. 24" x 36", numbered (i.e., sheet ___ of ___). Multiple sheets (match lines clearly showing where sheets join). | _____ () () |
| b. The words "PRELIMINARY SITE PLAN" clearly stated. | _____ () () |
| c. Date, north arrow, scale (1" = 60' or larger) and legend. | _____ () () |
| d. All lettering shall be neat and legible, and a minimum of 3/32" in height. | _____ () () |
| e. Vicinity map (scale of not less than 1" = 1 mile) which clearly shows the site in relationship to its surrounding. | _____ () () |
| f. All dimensions shall be in feet and decimals of a foot. | _____ () () |
| g. Standard signature sign-off block. | _____ () () |

NOTE: Survey is required with all Planned Development Rezones.

2. Existing Site Conditions

- | | |
|---|---------------|
| a. Total project acreage. | _____ () () |
| b. Existing zoning and land uses onsite and on properties within two hundred (200) feet of the property boundaries. | _____ () () |
| c. The approximate location and size of existing easements, existing and platted streets, drainage ways, utilities, buildings and historic sites on site. | _____ () () |
| d. Location of existing and platted streets, drainageways, and utilities on contiguous properties a minimum of 100' beyond perimeter. | _____ () () |
| e. General topographic contours (five feet maximum interval) on site. | _____ () () |

- f. Delineation of the flood zones and the Flood Protection Elevation data onsite, if applicable. _____ () ()
- g. Where the project exceeds one hundred (100) acres in area, the latest available aerial photograph made at a scale of at least one inch equals four hundred feet (1"=400') showing all property within one thousand (1000) feet of the project boundaries. _____ () ()
- h. Preliminary wetlands delineation, as required in Section 719 (See attachment #1). _____ () ()
- i. Location of existing tree groupings pursuant to Section 714 _____ () ()

3. Development Description

- a. The approximate locations, intensity, and acreage of general land uses including dwelling unit types and general types of non-residential uses, open spaces, recreational facilities, and other proposed uses. _____ () ()
- b. Proposed densities for each dwelling unit type and approximate total number of dwelling units by type. _____ () ()
- c. Floor area ratios for all non-residential land uses and approximate total square footage of gross floor area for all non-residential buildings by general type, e.g. offices, neighborhood commercial, industrial, etc. _____ () ()
- d. Amount of additional density or floor area applied for under any bonus provisions, and the calculations supporting the specific features giving rise to such bonus application. _____ () ()
- e. Proposed development construction schedule indicating the approximate starting and completion dates for the project and any phases thereof, together with appropriate identification and descriptions of such phases. _____ () ()

4. Proposed Site Design

- a. Approximate dimensions and location of:

1. Proposed lot lines and land uses. _____ () ()
2. Proposed structures. _____ () ()
3. Proposed infrastructure. _____ () ()
4. Proposed and required easements. _____ () ()
5. Proposed open space areas. _____ () ()
6. Proposed parking and loading areas. _____ () ()
7. Proposed Landscape Plan - A landscape plan showing Vehicle Use Area landscaping, including approximate locations of landscape areas and preliminary plant material calculations. Screening buffers, including approximate locations of the buffer areas and preliminary plant material calculations. _____ () ()
8. Proposed Vehicle Use Area Landscaping, including approximate locations of landscape areas and preliminary plant material calculations. Screening buffers, including approximate locations of the buffer areas and preliminary plant material calculations. _____ () ()
9. Proposed vehicular circulation facilities. _____ () ()
10. General sign and outdoor lighting plans, location or design principles. _____ () ()
- b. Approximate dimensions of all building heights and required yards. _____ () ()
- c. General sign and outdoor lighting plans, location or design principles. _____ () ()

5. **Required Improvements**

A description of intended actions necessary to satisfy the requirements of Section 722, Installation of Required Improvements. Such description shall be provided in graphic or narrative form, as necessary.

- a. Water Service _____ () ()
- b. Sewer Service _____ () ()
- c. Solid Waste _____ () ()

- d. Fire Protection _____ () ()
- e. Effluent reuse for irrigation _____ () ()
- f. Sidewalks and distance to existing sidewalks _____ () ()
- g. Access, including cross section _____ () ()
- h. Drainage, including cross section _____ () ()

6. **Supplemental Information**

- a. General description of proposed legal measures to provide for any easements, dedications and reservations. _____ () ()

If the site is located within the 100 year floodplain, the information required for a Floodplain Management Permit is required. (Due at building permit stage).

**MANATEE COUNTY BUILDING AND DEVELOPMENT SERVICES DEPARTMENT
LAND DEVELOPMENT APPLICATION
PRELIMINARY SITE PLAN STANDARDS
AND PRELIMINARY PLAT STANDARDS
ATTACHMENT #1**

Wetlands

- Preliminary wetlands delineation in accordance with 62-240 F.A.C. (Uniform Wetland Delineation Methodology), performed by a professional qualified for this purpose. The site plan shall identify the landward extent of the wetland boundaries and wetland buffers on and within fifty (50) feet of the project boundaries. Wetland buffers widths shall be in accordance with Section 719.11 of the Manatee County Land Development Code. A supporting narrative shall be provided that includes the following information:
 - Date the field investigation was performed
 - Person(s) responsible for performing the delineation
 - Protected species observed utilizing or expected to utilize each wetland habitat
 - Detailed description of any proposed activity within the wetlands and buffer or setback areas.
- When wetland impacts are proposed or anticipated, the applicant shall submit a Wetland Impact Avoidance and Minimization Analysis. The Wetland Impact Avoidance and Minimization Analysis shall include the following:
 - Statement describing the necessity of the proposed impact(s)
 - Preliminary UMAM score sheets for each wetland proposed to be impacted.
 - Examples of designs considered that would not require the impact(s)
 - Statement of how avoiding the impact(s) would prevent a reasonable development of the land or in how the impact is a result of an overriding public benefit

Upland Habitat

- Identification of the upland habitats onsite and within 500 feet of the site, with reference to The Florida Land Use, Cover and Forms Classification System (FDOT, Procedure #550-010-00-a, September 1985).
- Existing and proposed onsite conservation areas and adjacent offsite conservation areas if any.
- A table identifying the pre and post development acreage of each habitat.

Threatened Endangered Species

- An evaluation of the proposed development site which shall contain:
 - Dates of field review.
 - Name and qualifications of individual(s) conducting the review.
 - A brief statement of the methodology used to conduct the investigation.
 - A map indicating where listed species were observed on the site.
 - Measures proposed by the applicant to ensure non-disturbance, relocation, or other acceptable mitigative measures.

Waterfront Structures

- Type of Structure
- Type of Work
- Length (feet) extending from MHW
- Width (feet)
- Height (feet) above MHW
- Total square feet over water
- Number of slips water with depths referenced to mean low water (MLW) in tidal areas or seasonal low water in non-tidal areas, and list the range between MHW and MLW.
- Location, distance to, and depths of existing/proposed channels and access routes to the nearest navigational channel

- Number and location of any proposed live-aboard Slips
- Number and location of any proposed or existing fueling facilities
- Number and location sewage pump-out facilities?
- Location and depth of any proposed dredging