



LAND USE HEARING OFFICER VARIANCE REPORT

APPLICATION NUMBER: VAR 22-1354	
LUHO HEARING DATE: November 21, 2022	CASE REVIEWERS: Carla Shelton and Tom Hiznay, AICP

REQUEST: The applicant is requesting wetland and zoning setback variances to accommodate a proposed single-family dwelling on property zoned RSC-6. Additionally, the applicant is requesting a height variance for an existing fence on the property.

VARIANCE(S):

Wetland Setback:

Per LDC Sec. 4.01.07.B.4, no filling, excavating or placement of permanent structures or other impervious surfaces shall be allowed within a required 30-foot wetland conservation area setback. The applicant requests the construction of a portion of a covered porch within the 30-foot wetland setback area, to encroach by 5.1 feet into the wetland setback. They also request existing pavers and concrete currently located within the 30-foot wetland conservation area setback to remain. The current impervious area located in the wetland setback area is 768 square feet. A portion of this area will be removed, and the remaining 486 square feet of covered porch, pavers and concrete are requested to remain. The applicant requests a 30-foot encroachment into the setback to allow for a remaining setback of 0 feet where the concrete abuts the seawall/wetland line.

Front Yard Setback:

Per LDC Section 6.01.01, a minimum front yard setback of 25 feet is required in the RSC-6 district. The applicant requests an 8.1-foot reduction to the required setback to allow a front setback of 20.6 feet from the east property line along Chapman Road for the proposed home's garage.

Fence Height:

Per LDC Section 6.07.02.C.1, a maximum height of 4 feet is permitted for fences within required front yards in residential districts. The applicant requests a 2-foot increase in the permitted height to allow a height of 6 feet for an existing solid vinyl fence along the south property line that extends into the required front yard.

FINDINGS:

- Per LDC Section 6.01.01, a minimum lot width of 70 feet is required in the RSC-6 district. Additionally, because the subject parcel is served by a septic tank and located in a Wellhead Protection Area, a minimum lot size of 1 acre of upland is required per LDC Section 6.01.06.4. The subject parcel is approximately 50 feet in width and .20-acre in size and therefore is nonconforming. However, the parcel has been certified as a Legal Nonconforming Lot per NCL 22-1420 which has been placed into the record for this variance.

DISCLAIMER:

The variance listed above is based on the information provided in the application by the applicant. Additional variances may be needed after the site has applied for development permits. The granting of these variances does not obviate the applicant or property owner from attaining all additional required approvals including but not limited to: subdivision or site development approvals and building permit approvals.

ADMINISTRATOR'S SIGN-OFF

A handwritten signature in black ink, appearing to read "Tom Hiznay". The signature is written over a faint, semi-transparent watermark that says "IntelliDesk".

t
Wed Oct 19 2022 15:54:36

Attachments: Application
Site Plan
Petitioner's Written Statement
Current Deed

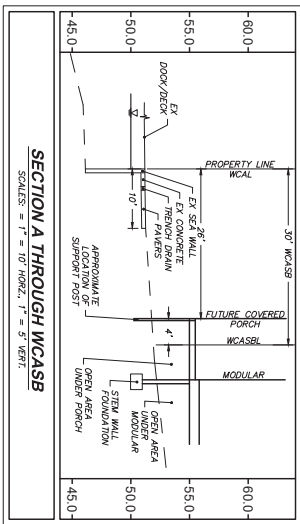
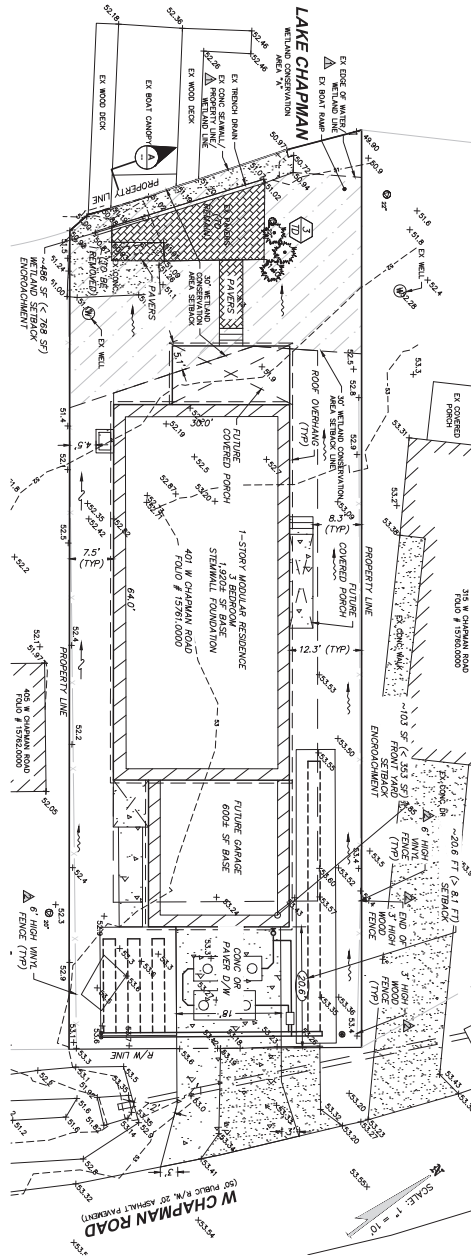


LEGAL DESCRIPTION

LOTS 22 AND 23 IN BLOCK 2, OF FIRST ADDITION TO LAKE CHAPMAN SUBDIVISION, ACCORDING TO THE MAP OR PLAN THEREON, AS SHOWN ON PLAT 21, PAGE 4 OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA.

VARIANCE NOTES

1. EXISTING BOAT RAFF AND SEWALL PERMITTED WITH FDR REF. NO. 291622233.
2. EXISTING DOCK/ DECK PERMITTED WITH EPC REF. NO. 65917.
3. EPC WETLAND DELINEATION APPROVAL REF. NO. 73397.
4. EXISTING MODULAR RESIDENCE UNDER CONSTRUCTION REF. NO. WC-BLD-21-0919767.



NO.	REVISION & DATE
09/7/2022	CLARIFIED WETLAND LINE LABELS
09/8/2022	ADDED FENCE LABELS

SUTTON RESIDENCE
401 W CHAPMAN ROAD
LUTZ, FL 33549

PREPARED FOR:
MR. MICHAEL & DONNA SUTTON

SHEET TITLE:
VARIANCE SITE PLAN



MCNEAL ENGINEERING, INC.
15957 N. FLORIDA AVE., LUTZ, FL 33549
PH. (813) 968-1081 FAX (813) 961-5839

JOB NO.	21-001
ACAD FILE	F22
DRAWN BY	TW
CHECK BY	CAJ
DATE	22.09.22
SHEET	1 OF 1

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**Hillsborough
County Florida**
Development Services

601 E. Kennedy Blvd., 19th Floor | (813) 272 5600

Additional / Revised Information Sheet

Received September 8, 2022
Development Services

Date Stamp Here

Application Number: VAR-WS 22-1354 Applicant's Name: Mike Sutton

Reviewing Planner's Name: Tom Hizney Date: 09/08/2022

Application Type:

- Planned Development (PD) Minor Modification/Personal Appearance (PRS) Standard Rezoning (RZ)
 Variance (VAR) Development of Regional Impact (DRI) Major Modification (MM)
 Special Use (SU) Conditional Use (CU) Other _____

Current Hearing Date (if applicable): 09/26/2022

The following must be attached to this Sheet.

Cover Letter with summary of the changes and/or additional information provided. If a revised Site Plan is being submitted, all changes on the site plan must be listed in detail in the Cover Letter.

An updated Project Narrative consistent with the changes or additional information provided, if applicable.

Submittal Via:

Email (Preferred). Note that no follow up paper file is necessary. Pdf format only. Maximum attachment(s) size is 15 MB.

Email this sheet along all the additional/revised submittal items in pdf to: ZoningIntake-DSD@hcflgov.net

Mail or delivery. Number of Plans Submitted: Large _____ Small _____

For PD, MM, PRS and SU: 7 large copies 24"X36", one small 8.5X11".
 For RZ-Standard: if plot plan is larger than 8.5"X11", 7 large copies should be submitted.
 For Minor Change: 6 large copies.
 For Variances or Conditional Use permits: one 8.5"X11" or larger)

Mail to:
 Development Services Department
 Community Development Division
 P.O. Box 1110
 Tampa, FL 33601-1110

Hand Deliver to:
 County Center
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 19th Floor
 601 E. Kennedy Blvd., Tampa

I certify that changes described above are the only changes that have been made to the submission. Any further changes will require an additional submission and certification.

Signature

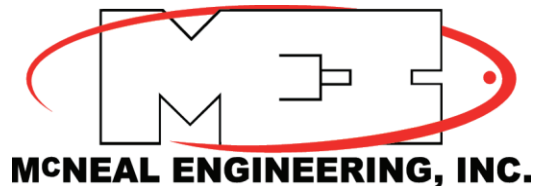
09/08/2022

Date

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 Transmittal Completed

In-Take Completed by: _____



Hillsborough County Planning
& Growth Management
601 E. Kennedy Blvd., 20th Floor
Tampa, FL 33602

Re: **SUTTON RESIDENCE**
401 W Chapman Rd.
Hillsborough County
Folio # 15761.0000

MEI File # 21-001
September 8, 2022

VARIANCE CRITERIA RESPONSE NARRATIVE

Please accept the following responses for your consideration during review of our Variance request(s).

- (A) Sec 6.01.01 – Request to reduce the front yard setback from 25 feet to 20.6 feet,
- (B) Sec 4.01.07 – Allow a semi-impervious area within the 30-foot Wetland Conservation Area Setback, and
- (C) Part 6.07.00 – Allow a front yard setback with a 6-foot-high fence.

1. *Explain how the alleged hardships or practical difficulties are unique and singular to the subject property and are not those suffered in common with other property similarly located?*

Mr. & Mrs. Sutton have resided on this parcel since 2007. In December 2020, their residence, originally constructed in 1977, was set on fire by an arsonist and the entire structure and belongings in the structure were lost, including the patio off the rear of the house where they enjoyed the benefits of Chapman Lake. The Suttons have been working with homebuilders since in an effort to design or locate a home that can be constructed within the zoning constraints of the parcel. Given the restriction of today's replacement/construction costs, it became clear that a modular structure would be their best opportunity to replace their house. The selected modular is in the process of being constructed. The dimensional restrictions for this structure are fixed eliminating it from being a variable in the design process.

- (A) Due to the constraints of the building and wetland conservation area setbacks, the proposed modular structure is positioned to the rear of the lot as much as possible while keeping the overhang of the structure out of the wetland conservation area setback. This results in the front of the structure, including the desired garage, being at a minimum of 20.6 feet of the front yard right-of-way. The previous carport was constructed at 8.1 feet from the front yard right-of-way. As noted, the front yard has been able to be increased by positioning the replacement structured further away from the right-of-way, the front yard setback is not able to be met; however, it has been increased from the former condition by more than 150% based on distance and the area of encroachment has been reduced by more than 70%. (See attached Exhibits "A", Existing/Former Conditions and Exhibit "B", Proposed Conditions).
- (B) With the modular structure positioned as close to the rear property line as possible, based on the wetland conservation area setback line, there is not sufficient room for a stable outdoor space to enjoy the lake as the Suttons previously did and the neighbors currently do without encroaching into the wetland conservation setback area. It is desired to construct a modest 10-foot deep by 20-foot wide elevated patio on the back of the new residence. A portion this elevated patio would extend into/over the wetland conservation setback area (See attached Exhibit "B"). The patio would be elevated off the ground due to the natural grade slope and to allow vegetation to remain in this area. Additionally, three (3) cypress trees are proposed within the wetland setback area to further improve the existing/proposed condition.

There was an existing shed that encroached within the wetland setback that has recently been removed. There is a remnant concrete walks within the setback area that are proposed to be partially removed with the pavers being retained. The shed and concrete walks equate to approximately 768 SF. The proposed patio and pavement/concrete encroachment is 486 SF. This is a 37% reduction in the existing/former wetland setback encroachment.

(C) The existing 6-foot high fence along the southerly property line was installed by Mr. Sutton at the request of the neighbor for additional screening for privacy. This is not the same case for the northerly adjacent property line where that particular neighbor had a shorter 3-foot high fence in the front yard setback. To that end, this request is specific to only one property line.

2. *Describe how the literal requirements of the Land Development Code (LDC) would deprive you of rights commonly enjoyed by other properties in the same district and area under the terms of the LDC.*

Due to the parcel being 50' wide by 130' deep and having a 25' front & 7.5' side building setbacks and constrained in the rear with the 30' wetland conservation setback area, the constructable area is severely limited. This is common with most of the lots located on Lake Chapman. As a result, there are several wetland conservation setback area and front yard setback encroachments that are existing and have been for decades.

(A) The literal requirements of the LDC does not allow sufficient room to construct a garage capable of caring for their vehicles. This is reflected by the former need for an encroachment at the project site, and by the neighboring properties. Most of the properties adjacent have similar encroachments within the front yard setback (See Exhibit "C").

(B) The literal requirements of the LDC will not allow for the addition of a deck for the enjoyment of Lake Chapman as was provided prior to their former residence being set on fire and destroyed and that is being enjoyed by the majority of the neighbors on the lake (See Exhibit "D").

(C) The literal requirements of the LDC will not allow for the extension of the privacy fence in the front yard which supplements and provides additional screening and privacy between the property owners structures.

3. *Explain how the variance, if allowed, will not substantially interfere with or injure the rights of others whose property would be affected by the allowance of the variance.*

No other properties will be affected by the allowance of these variance requests. Both variances being approved would allow for the project site to be in harmony with the adjacent property owner's improvements.

(A) There will be approximately 40 feet from the face of the garage to the existing edge of pavement of Chapman Rd. This is more than sufficient for this local road. Additionally, other adjacent setback encroachments provide for restrictive conditions, so this is not the most limiting condition in the area.

(B) The property is lined on both sides by a 6-foot, 100% opaque fence. The addition of the deck into the wetland conservation area setback will be visually screened by these fences. The County's 100-yr flood elevation is 52.14. The ground elevation in the vicinity of the elevated deck is approximately 52.0. With the deck being elevated and open underneath, there is no volume displaced by the patio and the structural posts that will support it are considered *di minimus*.

(C) If allowed, the neighbors on either side of the existing screening will remain in harmony. Not allowing the variance, could create contention.

Zoning Department
SUTTON RESIDENCE
MEI File #21-001
September 8, 2022
Page 3 of 3

- 4. Explain how the variance is in harmony with and serves the general intent and purpose of the LDC and the Comprehensive Plan (refer to Section 1.02.02 and 1.02.03 of the LDC for description of intent/purpose).*

These variance requests will allow the existing use of the property to continue by providing reasonable use of the land in a manner that is consistent with the historical property use and as such will not impose nor interfere with others. Given that most parcels in this area have similar (some greater) encroachments, there is no imposition on others and it will be an enhancement but remain in harmony with the neighborhood.

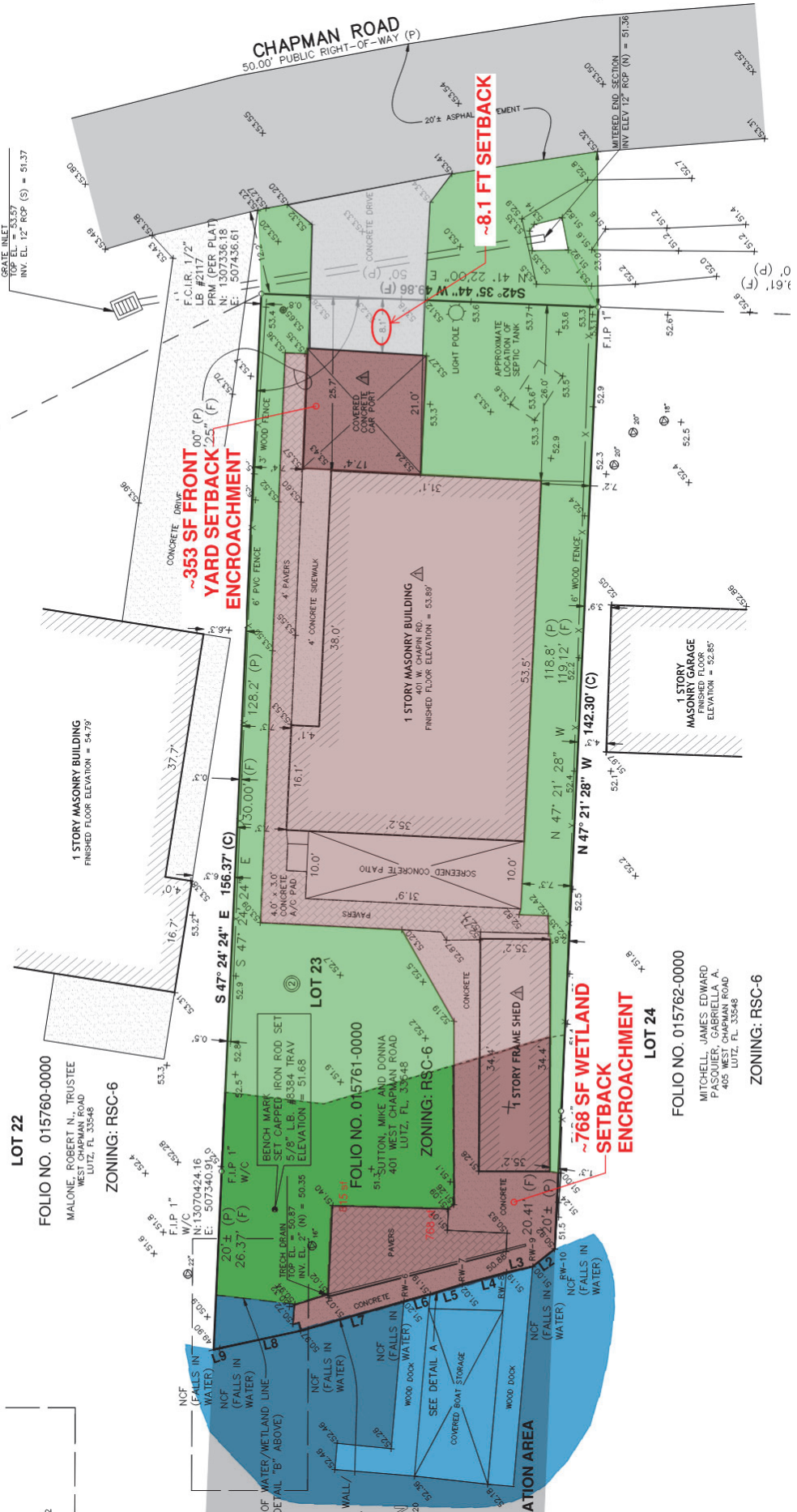
- 5. Explain how the situation sought to be relieved by the variance does not result from an illegal act or result from the actions of the applicant, resulting in a self-imposed hardship.*

All indications are that this site was originally constructed, prior to implementation of the current LDC requirements and the hardship was caused by arson. As such, this is not a self-imposed hardship.

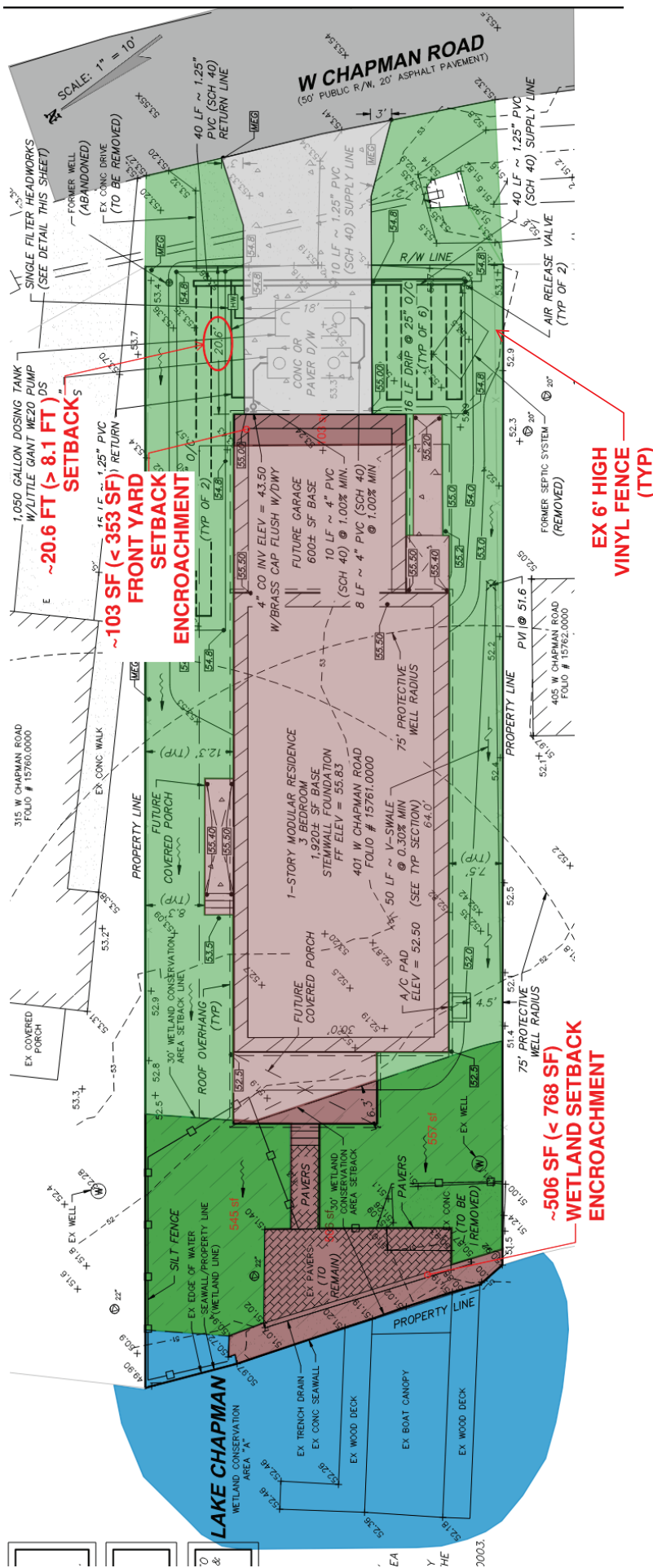
- 6. Explain how allowing the variances will result in substantial justice being done, considering both the public benefits intended to be secured by the LDC and the individual hardships that will be suffered by failure to grant variance.*

The allowance of these variance requests will allow Mr. & Mrs. Sutton to rebuild their home of 13 years with the former amenities on the property being replaced. This will be another step in the right direction, trying to right the wrongs of the arson attack which destroyed their home and their live-long possessions. Without the variances being approved, this will not be possible.

EXHIBIT "A"



EXISTING/FORMER CONDITIONS



PROPOSED CONDITIONS

EXHIBIT "C"

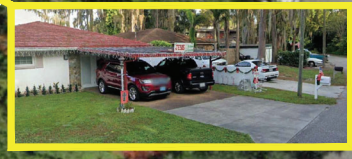
**SIMILAR FRONT YARD
SETBACK
ENCROACHMENTS**



309-A W. CHAPMAN RD
CAR PORT
WITHIN SETBACK



311 W. CHAPMAN RD
STORAGE SHED
WITHIN SETBACK



401 W. CHAPMAN RD
PREVIOUS CAR PORT
WITHIN SETBACK



407 W. CHAPMAN RD
COVERED PORCH/BOAT STORAGE
WITHIN SETBACK

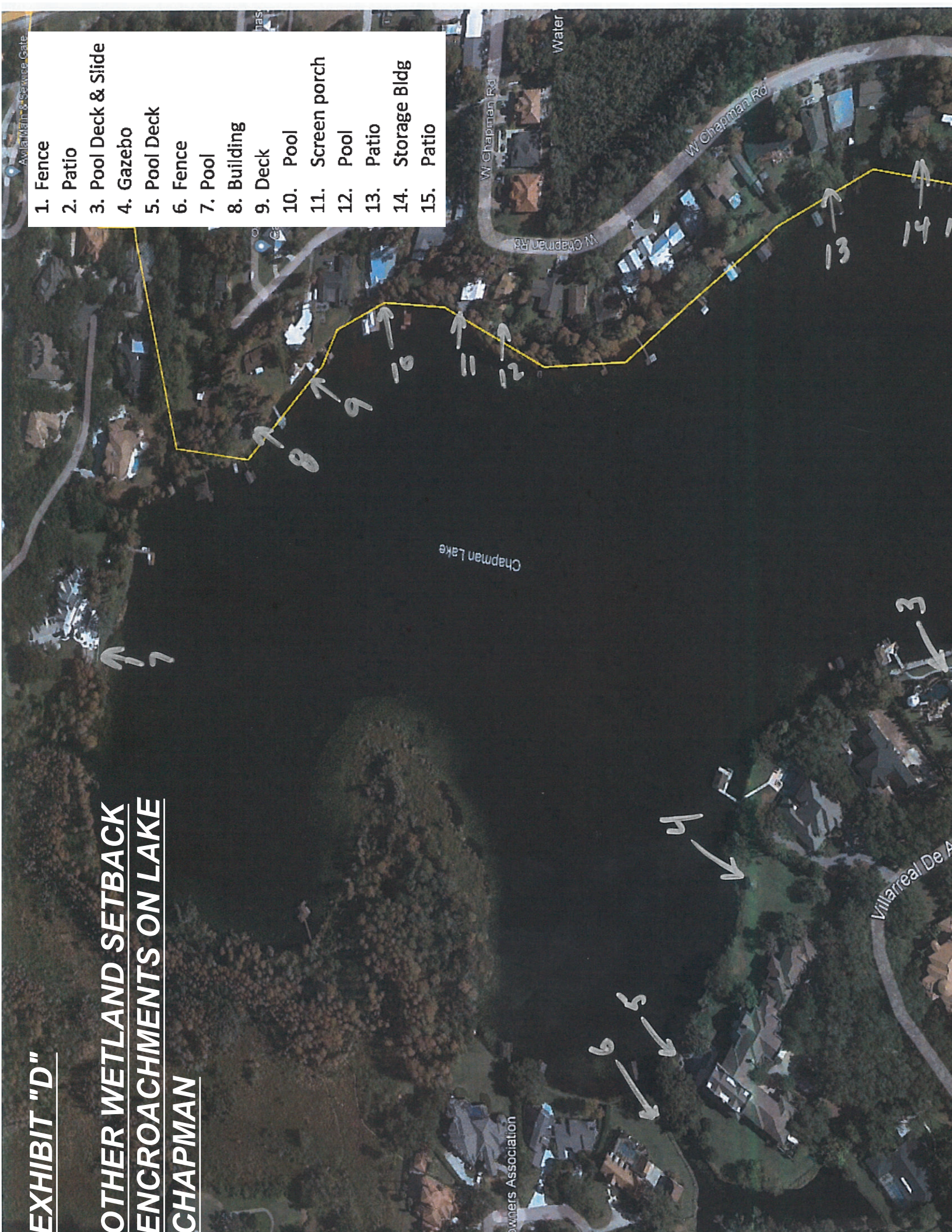


409 W. CHAPMAN RD
CAR PORT/BOAT STORAGE
WITHIN SETBACK

EXHIBIT "D"

**OTHER WETLAND SETBACK
ENCROACHMENTS ON LAKE
CHAPMAN**

- 1. Fence
- 2. Patio
- 3. Pool Deck & Slide
- 4. Gazebo
- 5. Pool Deck
- 6. Fence
- 7. Pool
- 8. Building
- 9. Deck
- 10. Pool
- 11. Screen porch
- 12. Pool
- 13. Patio
- 14. Storage Bldg
- 15. Patio



VARIANCE CRITERIA RESPONSE

You must provide a response to each of the following questions. If additional space is needed, please attach extra pages to this application.

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See Attached

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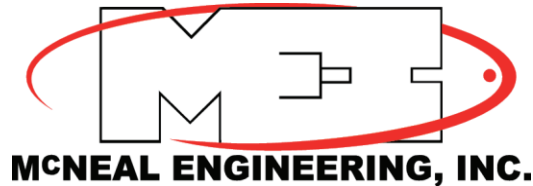
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Hillsborough County Planning
& Growth Management
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Tampa, FL 33602

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Folio # 15761.0000

MEI File # 21-001
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09/08/2022

Date

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- Notification E-Mail Sent
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In-Take Completed by: _____



Electronically Certified Official Record

Document information

Agency Name:	Hillsborough Clerk of Circuit Court and Comptroller
Clerk of the Circuit Court:	The Honorable Cindy Stuart
Date Issued:	9/8/2022 11:23:37 AM
Unique Reference Number:	BAA-FBB-BCAFH-EDFFBCABGAAGABHBJEGA-BDFBEA-C
Certification ID:	43551201600601719460
Requesting Party Code:	511
Requesting Party Reference:	33974046

CERTIFICATION

Pursuant to Sections 90.955(1) and 90.902(1), Florida Statutes, and Federal Rules of Evidence 901(a), 901(b)(7), and 902(1), the attached document is electronically certified by The Honorable Cindy Stuart, Hillsborough County Clerk of the Circuit Court and Comptroller, to be a true and correct copy of an official record or document authorized by law to be recorded or filed and actually recorded or filed in the office of the Hillsborough County Clerk of the Circuit Court. The document may have redactions as required by law.

HOW TO VERIFY THIS DOCUMENT

This document contains a Unique Reference Number for identification purposes and a tamper-evident seal to indicate if the document has been tampered with. To view the tamper-evident seal and verify the certifier's digital signature, open this document with Adobe Reader software. You can also verify this document by scanning the QR code or visiting <https://Verify.Clerkecertify.com/VerifyImage>.

**The web address shown above contains an embedded link to the verification page for this particular document.

*If you are a person with a disability who needs an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. To request such an accommodation please contact the Clerk's ADA Coordinator within seven working days of the date the service is needed; if you are hearing or voice impaired, call 711.

Clerk of Court & Comptroller's Office ADA Coordinator

601 E. Kennedy Blvd., Tampa, FL 33602

Phone: (813) 276-8100, extension 4347

Email: recording@hillsclerk.com



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03:05:35 PM, DOC TAX PD(F.S.201.02) \$0.70 DEPUTY CLERK: BLOGGANS Pat Frank,
Clerk of the Circuit Court Hillsborough County

**IN THE CIRCUIT COURT FOR HILLSBOROUGH
COUNTY, FLORIDA. PROBATE DIVISION**

**IN RE: ESTATE OF
MARILYN JOYCE TOMZ,
Deceased.**

**Case #07-213
Division: A**

**AMENDED PERSONAL REPRESENTATIVE'S
RELEASE
AND CERTIFICATE OF DISTRIBUTION OF REAL
PROPERTY
(single individual personal representative)**

The undersigned, Mike Sutton whose post office address is 410 W. Chapman Road, Lutz, FL 33548, as personal representative of the estate of MARILYN JOYCE TOMZ, deceased, hereby acknowledges that title to the real property located in Hillsborough County, Florida, owned by the decedent at the time of death, described as follows:

Lot 23 in Block 2 of First Addition to Lake Chapman Subdivision as per map or plat thereof recorded in Plat Book 31, Page 4 of the Public Records of Hillsborough County, Florida.

Property Appraiser's Parcel Identification Number 002808.7578 (the "Property"), vested in Mike Sutton and Donna Sutton, whose post office address is 410 W. Chapman Road, Lutz, FL 33548 (the "Beneficiaries") by operation of law as of the date of the decedent's death pursuant to Florida law as will more fully appear from the proceedings in the Circuit Court for Hillsborough County, Florida, Probate Division, in File No. 07-213, subject to the rights of the personal representative under Sections 733.607 and 733.608 of the Florida Probate Code to:

1. take possession or control of the Property;
2. to use, sell, encumber or otherwise exercise control over the Property:
 - a. for the payment of devises, family allowance, elective share, estate and inheritance taxes, claims, charges, and expenses of the administration and obligations of the decedent's estate;
 - b. to enforce contribution and equalize advancement;

Unique Code : BAA-FBB-BCAFH-EDFFBCABGAAGABHBJEGA-BDFBEA-C Page 1 of 2

Unique Code : BAA-FBB-BCAFH-EDFFBCABGAAGABHBJEGA-BDFBEA-C Page 2 of 2

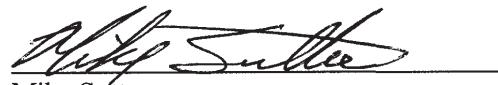
c. for distribution.

Having determined that the Property is not needed for any of the foregoing purposes, except distribution, and that the Property should be released and distributed to the Beneficiaries, the personal representative hereby releases the Property from all rights and powers of the personal representative and acknowledges that the Property is vested in Mike Sutton and Donna Sutton free of all rights of the personal representative.

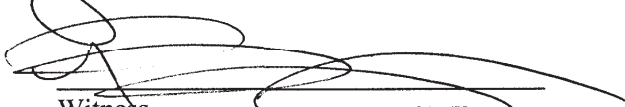
IN WITNESS WHEREOF, the undersigned, as personal representative of the estate of the decedent, has executed this instrument on June 25, 2007.

Executed in the presence of:


Witness JONI M. DEITCH-GREEN

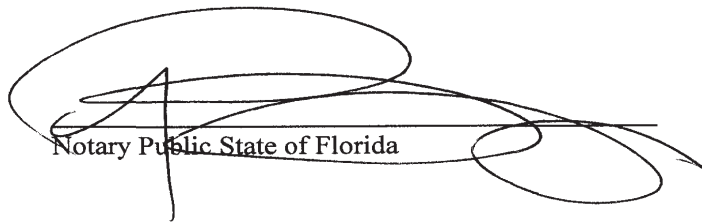

Mike Sutton

As personal representative of the estate of
MARILYN JOYCE TOMZ, deceased


Witness JENNIFER BUKOVINSZKY

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me on June 25, 2007, by Mike Sutton as personal representative of the estate of MARILYN JOYCE TOMZ, deceased, who is personally known to me _____ or who produced D.L. as identification.


Notary Public State of Florida

This instrument prepared by:
Paul E. Riffel, Esquire
Attorney at Law
1319 W. Fletcher Ave.
Tampa, Florida, 33612





Received
08/24/2022
Development Services

VARIANCE APPLICATION

IMPORTANT INSTRUCTIONS TO ALL APPLICANTS:

You must schedule an appointment to submit this application by calling 813-272-5600.
All requirements listed on the submittal checklist must be met. **Incomplete applications will not be accepted.**

Property Information

Address: 401 W Chapman Rd City/State/Zip: Lutz, FL 33548 TWN-RN-SEC: 25/27/18
Folio(s): 015761.0000 Zoning: RSC-6 Future Land Use: R-4 Property Size: .20

Property Owner Information

Name: Mike Sutton Daytime Phone: 813-230-3996
Address: 3743 Briarbrook Place City/State/Zip: Land O Lakes, FL 34639
Email: msutton@mcnealengineering.com FAX Number: N/A

Applicant Information

Name: Mike Sutton Daytime Phone: 813-230-3996
Address: 3743 Briarbrook Place City/State/Zip: Land O Lakes, FL 34639
Email: msutton@mcnealengineering.com FAX Number: N/A

Applicant's Representative (if different than above)


Name: Christopher S. McNeal Daytime Phone: 813-968-1081
Address: McNeal Engineering, Inc., 15957 N Florida Ave. City / State/Zip: Lutz, FL 33549
Email: permitting@mcnealengineering.com FAX Number: N/A

I HEREBY SWEAR OR AFFIRM THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION PACKET IS TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE, AND AUTHORIZE THE REPRESENTATIVE LISTED ABOVE TO ACT ON MY BEHALF FOR THIS APPLICATION.


Signature of Applicant

Christopher S. McNeal, Agent
Type or Print Name

I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION AND RECOGNIZE THAT THE FINAL ACTION ON THIS PETITION SHALL BE BINDING TO THE PROPERTY AS WELL AS TO CURRENT AND ANY FUTURE OWNERS.


Signature of Property Owner

Christopher S. McNeal, Agent
Type or Print Name

Office Use Only

Intake Staff Signature: _____ Intake Date: 08/24/22
Case Number: 22-1354 Public Hearing Date: 09/26/22
Receipt Number: _____



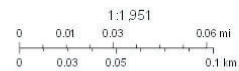
PARCEL INFORMATION HILLSBOROUGH COUNTY FLORIDA

Jurisdiction	Unincorporated County
Zoning Category	Residential
INFL	i
Zoning	RSC-6
Description	Residential - Single-Family Conventional
Flood Zone:AE	BFE = 51.9 ft
Flood Zone:X	AREA OF MINIMAL FLOOD HAZARD
FIRM Panel	0205H
FIRM Panel	12057C0205H
Suffix	H
Effective Date	Thu Aug 28 2008
Pre 2008 Flood Zone	X
Pre 2008 Flood Zone	AE
Pre 2008 Firm Panel	1201120205D
County Wide Planning Area	Greater Carrollwood Northdale
Community Base Planning Area	Greater Carrollwood Northdale
Census Data	Tract: 011107 Block: 2003
Future Landuse	R-4
Urban Service Area	USA
Mobility Assessment District	Urban
Mobility Benefit District	1
Fire Impact Fee	Northwest
Parks/Schools Impact Fee	NORTHEAST
ROW/Transportation Impact Fee	ZONE 1
Wind Borne Debris Area	140 MPH Area
Competitive Sites	NO
Redevelopment Area	NO

Folio: 15761.0000



August 24, 2022



Hillsborough County Florida

Folio: 15761.0000
PIN: U-25-27-18-OLY-000002-00023.0
MIKE SUTTON AND DONNA SUTTON

Mailing Address:

401 W CHAPMAN RD
LUTZ, FL 33548-6139

Site Address:

401 W CHAPMAN RD
LUTZ, FL 33548

SEC-TWN-RNG: 25-27-18

Acreage: 0.200138

Market Value: \$99,913.00

Landuse Code: 0000 VACANT RESIDENT

Hillsborough County makes no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness, or completeness of any of the geodata information provided herein. The reader should not rely on the data provided herein for any reason. Hillsborough County explicitly disclaims any representations and warranties, including, without limitations, the implied warranties of merchantability and fitness for a particular purpose. Hillsborough County shall assume no liability for:

1. Any error, omissions, or inaccuracies in the information provided regardless of how caused.

Or

2. Any decision made or action taken or not taken by any person in reliance upon any information or data furnished hereunder.

22-1354


VARIANCE APPLICATION SUBMITTAL CHECKLIST

The checklist below includes items and information that must accompany all variance requests. The applicant must fill out the checklist by placing a check mark in each box indicating the information has been provided and sign below certifying that the application is complete. Failure to submit accurate data may require the application to be continued to a later public hearing date.

Incomplete applications will not be accepted.

- Application Fee - To be paid online
- Completed Variance Application with Affidavit to Authorize Agent, if applicable.
- Completed Variance Request and Additional Information Sheet.
- Adjacent Property Owners List. The list must be obtained from the Property Appraisers Office located on the 15th floor of the County Center Bldg (601 E. Kennedy Boulevard). **Do not retype the list.**
 - o If your property has an Agricultural Future Land Use Designation or a Future Land Use Designation of RES-1 you must obtain a list of all property owners within **500 feet** of the subject property. For all other Future Land Use Categories you must obtain a list of all property owners within **300 feet** of the subject property.
- Completed Variance Criteria Response Form.
- Recorded Deed for the Subject Property. This can be obtained from the Clerk of the Circuit Court Recording Library located at 419 Pierce Street.
- Legal Description of Subject Property. This information can be found on your deed or on the property survey.
- Property Survey. The survey (Occupational Survey) must have been done within the last two years and must be to scale. At least one copy must be 8 ½ X 11 inches in size. At a minimum, the survey must include the following information:
 - 1) North arrow and Folio number, property owner's name, and address of subject site;
 - 2) Dimensions of the property;
 - 3) All road frontage, driveways, and easements;
 - 4) All existing and proposed buildings and structures on the property, the square footage of these structures, and the distance from said structures, fences to all property lines;
 - 5) Location of any on-site wetlands;
 - 6) Height of all existing and proposed structures;
 - 7) Information relevant to the specific variance requested.
- Copy of any citations issued by Code Enforcement for the subject property, if applicable.
- Wetland Setback Variance Memorandum – Attachment A - This memo must be complete for all requests for a variance to the wetland setback.

If property owner is a corporation, submit the Sunbiz information indicating that you are authorized to sign the application and/or affidavit. This can be obtained at <http://sunbiz.org/>

Applicant Signature:  _____
I certify that I have completed the application and have included all material checked above.

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