



**LAND USE HEARING OFFICER VARIANCE REPORT**

**APPLICATION NUMBER:** VAR 22-1009 (REHEARING)

**LUHO HEARING DATE:** November 21, 2022

**CASE REVIEWER:** Sam Ball

**BACKGROUND:** This variance application was heard at the July 25, 2022 Land Use Hearing Officer meeting. The applicant requested setback variances for the existing single-family dwelling on the property and for an existing detached garage (staff report attached). The hearing officer approved the setback variance for the single-family home and denied the setback variance for the detached garage. The applicant sought reconsideration of the denied variance as provided by LDC Section 10.02.03.I on the grounds that two exhibits he had submitted were not placed into the case record by staff and therefore were not available for review by the hearing officer. The hearing officer granted the request for a rehearing of the denied variance on the basis of mistake, inadvertence or excusable neglect.

**REQUEST:** The applicant is requesting a setback variance for an existing detached garage on property zoned PD 80-0046.

**VARIANCE(S):**

**Detached Garage**

Per the certified general site plan for PD 80-0046, single-family dwellings may be developed as zero lot line units, with zero side yard setback on one side of the lot and a minimum separation of 10 feet between dwellings. The home on the subject property and neighboring lots were developed as zero lot line units. The home on the subject property has zero setback from the northerly lot line, as does the home on the adjacent lot to the south. Therefore, a minimum setback of 10 feet is required from the south lot line of the subject property.

Per LDC Section 6.11.04.C.2 accessory structures may occupy required side yards provided that such structures are more distant from the street than any part of the principal building on the same lot and any lot abutting said required side yard; provided, however, that such accessory structures are not closer than three feet from any side lot line, including architectural features such as cornices, eaves and gutters. In the subject case, the detached garage is closer to the street than a portion of the home on the lot. Therefore, the detached garage is subject to the same setbacks described above for the single-family dwelling. The applicant requests an 9.6-foot reduction to the required south side yard setback to allow a 0.4-foot setback from the south property line, as measured to the structure eaves.

**FINDINGS:**

- Property Appraiser records and aerial photographs show the detached garage was built after January 25, 2020.
- The applicant has been cited for building the garage without permits (HC-CMP-21-0000240). If the requested variance is approved, the applicant must obtain after-the-fact building permits.

**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**

Handwritten signature of Tom H. [unclear] in black ink. The signature is stylized and appears to be 'Tom H. [unclear]'. There is a faint watermark 'InteDesk.com' visible behind the signature.

<sup>t</sup>  
Tue Nov 8 2022 10:20:35

**Attachments: Application**  
**Site Plan**  
**Petitioner's Written Statement**  
**Current Deed**  
**Zoning Violation**  
**July 25, 2022 Staff Report**



**LAND USE HEARING OFFICER VARIANCE REPORT**

<b>APPLICATION NUMBER:</b> VAR 22-1009	
<b>LUHO HEARING DATE:</b> July 25, 2022	<b>CASE REVIEWER:</b> Sam Ball

**REQUEST:** The applicant is requesting setback variances for an existing detached garage and single-family dwelling on property zoned PD 80-0046.

**VARIANCE(S):**

**Single-Family Dwelling**

Per the certified general site plan for PD 80-0046, single-family dwellings may be developed as zero lot line units, with zero side yard setback on one side of the lot and a minimum separation of 10 feet between dwellings. The home on the subject property and neighboring lots were developed as zero lot line units. The home on the subject property has zero setback from the northerly side lot line, as does the home on the adjacent lot to the south. Therefore, a minimum side yard setback of 10 feet is required from the south lot line of the subject property. The applicant requests a 0.9-foot reduction to the required south side yard setback to allow a 9.1-foot setback from the south property line.

**Detached Garage**

Per LDC Section 6.11.04.C.2 accessory structures may occupy required side yards provided that such structures are more distant from the street than any part of the principal building on the same lot and any lot abutting said required side yard; provided, however, that such accessory structures are not closer than three feet from any side lot line, including architectural features such as cornices, eaves and gutters. In the subject case, the detached garage is closer to the street than a portion of the home on the lot. Therefore, the detached garage is subject to the same setbacks described above for the single-family dwelling. The applicant requests an 9.6-foot reduction to the required south side yard setback to allow a 0.4-foot setback from the south property line, as measured to the structure eaves.


**FINDINGS:**

- Property Appraiser records and aerial photographs show the single-family home on the property was built in 1986 and the detached garage was built after January 25, 2020.
- The applicant has been cited for building the garage without permits (HC-CMP-21-0000240). If the requested variance is approved, the applicant must obtain after-the-fact building permits.

**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.

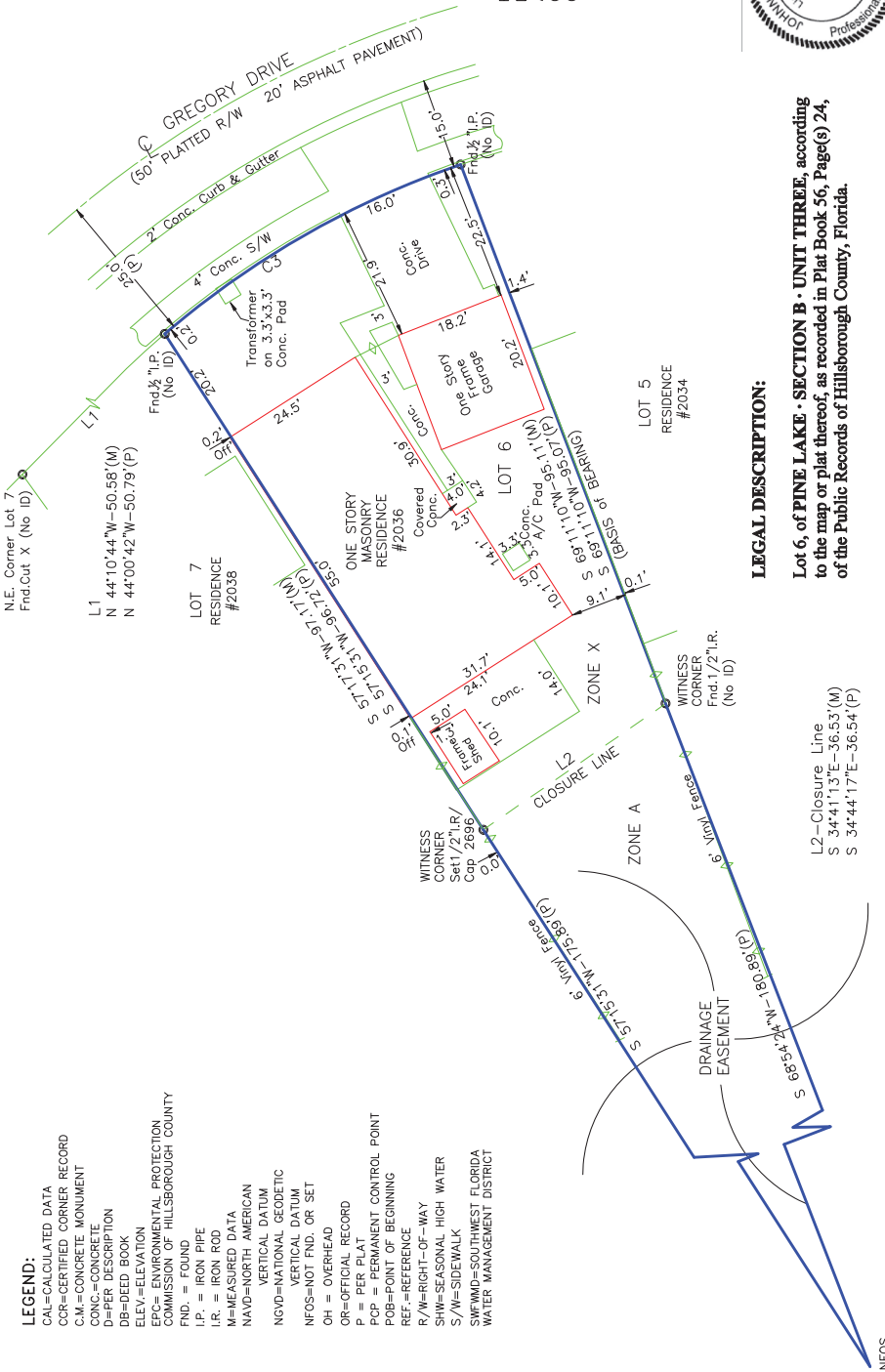
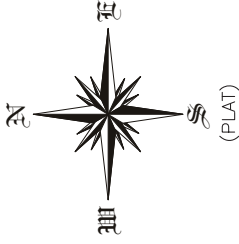
**ADMINISTRATOR'S SIGN-OFF**



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Fri Jul 15 2022 14:46:13

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



**FLOOD CERTIFICATION**  
SUBJECT PARCEL LIES IN ZONE A & X  
OF THE FEDERAL EMERGENCY MANAGEMENT  
AGENCY (FEMA), FLOOD INSURANCE RATE  
MAP (FIRM); REFER TO COMMUNITY PANEL  
120112 0210H  
PANEL 210 OF 801  
DATED 8-28-2008



**CERTIFIED TO:**  
**HAMID B. KASHANI**  
**FARIBA KASHANI**

**CERTIFICATION**  
THIS IS TO CERTIFY THAT A SURVEY OF THE ABOVE  
DESCRIBED PROPERTY WAS MADE UNDER MY SUPERVISION  
AND THAT THE SKETCH HEREON IS A TRUE AND ACCURATE  
REPRESENTATION THEREOF AND THAT SAID SURVEY MEETS  
THE STANDARDS OF PRACTICE AS SET FORTH BY THE  
FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS  
IN SECTION 54-17.062 OF THE FLORIDA ADMINISTRATIVE CODE,  
PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

JOHNNY H. FLETCHER  
PROFESSIONAL LAND SURVEYOR NO. 2686

DATE	JOB NO.	REVISION	DESCRIPTION	FB	PG

**NOTES:**  
1) Refer to Official Record Book 4666, Page 308, of the  
Public Records of Hillsborough County, Florida.  
2) Underground or overhead improvements, unless noted,  
not measured.  
Unless it bears the signature and the original raised seal of a  
Florida Licensed Surveyor and Mapper, this drawing, sketch,  
plat or map is for informational purposes only and is not valid.

DATE: 6-22-2021 DRAWN: JMH  
SCALE: 1"=20' JOB # 21-107  
CHK: JHF F.B. 488 PG. 26

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# Additional / Revised Information Sheet

Office Use Only		
Application Number:	Received Date:	Received By:

The following form is required when submitted changes for any application that was previously submitted. A cover letter must be submitted providing a summary of the changes and/or additional information provided. If there is a change in project size the cover letter must list any new folio number(s) added. Additionally, **the second page of this form must be included indicating the additional/revised documents being submitted with this form.**

Application Number: 22-1009 Applicant's Name: HAMID B. KASHANI  
 Reviewing Planner's Name: SAM BALL Date: 6-17-2022

- 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): JULY 25, 2022

**Important Project Size Change Information**

Changes to project size may result in a new hearing date as all reviews will be subject to the established cut-off dates.

Will this revision add land to the project?     Yes     No  
 If "Yes" is checked on the above please ensure you include all items marked with \* on the next page.

Will this revision remove land from the project?     Yes     No  
 If "Yes" is checked on the above please ensure you include all items marked with \* on the next page.

**Email this form along with all submittal items indicated on the next page in pdf form to:  
 ZoningIntake-DSD@hcflgov.net**

Files must be in pdf format and minimum resolution of 300 dpi. Each item should be submitted as a separate file titled according to its contents. All items should be submitted in one email with application number (including prefix) included on the subject line. Maximum attachment(s) size is 15 MB.

For additional help and submittal questions, please call (813) 277-1633 or email ZoningIntake-DSD@hcflgov.net.

**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.**

Hamid B. Kashani  
 Signature

6-17-2022  
 Date



**Hillsborough  
County Florida**  
Development Services

## Identification of Sensitive/Protected Information and Acknowledgement of Public Records

Pursuant to Chapter 119 Florida Statutes, all information submitted to Development Services is considered public record and open to inspection by the public. Certain information may be considered sensitive or protected information which may be excluded from this provision. Sensitive/protected information may include, but is not limited to, documents such as medical records, income tax returns, death certificates, bank statements, and documents containing social security numbers. While all efforts will be taken to ensure the security of protected information, certain specified information, such as addresses of exempt parcels, may need to be disclosed as part of the public hearing process for select applications.

Additionally, parcels exempt under Florida Statutes §119.071(4) will need to contact Hillsborough County Development Services to obtain a release of exempt parcel information.

Are you seeking an exemption from public scrutiny of selected information submitted with your application pursuant to Chapter 119 FS?     Yes     No

I hereby confirm that the material submitted with application \_\_\_\_\_

Includes sensitive and/or protected information.

Type of information included and location \_\_\_\_\_

Does not include sensitive and/or protected information.

**Please note:** Sensitive/protected information will not be accepted/requested unless it is required for the processing of the application.

If an exemption is being sought, the request will be reviewed to determine if the applicant can be processed with the data being held from public view. Also, by signing this form I acknowledge that any and all information in the submittal will become public information if not required by law to be protected.

Signature: \_\_\_\_\_

(Must be signed by applicant or authorized representative)

Intake Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Additional / Revised Information Sheet

Please indicate below which revised/additional items are being submitted with this form.

Included	Submittal Item
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- 1  **Cover Letter\*\*** If adding or removing land from the project site, the final list of folios must be included
- 2  **Revised Application Form\*\***
- 3  **Copy of Current Deed\*** Must be provided for any new folio(s) being added
- 4  **Affidavit to Authorize Agent\*** (If Applicable) Must be provided for any new folio(s) being added
- 5  **Sunbiz Form\*** (If Applicable) Must be provided for any new folio(s) being added
- 6  **Property Information Sheet\*\***
- 7  **Legal Description of the Subject Site\*\***
- 8  **Close Proximity Property Owners List\*\***
- 9  **Site Plan\*\*** All changes on the site plan must be listed in detail in the Cover Letter.
- 10  **Survey**
- 11  **Wet Zone Survey**
- 12  **General Development Plan**
- 13  **Project Description/Written Statement**
- 14  **Design Exception and Administrative Variance requests/approvals**
- 15  **Variance Criteria Response**
- 16  **Copy of Code Enforcement or Building Violation**
- 17  **Transportation Analysis**
- 18  **Sign-off form**
- 19  **Other Documents** (please describe):

THIS IS AN ADEMUM TO THE ORIGINAL APPLICATION.

\*Revised documents required when adding land to the project site. Other revised documents may be requested by the planner reviewing the application.

+Required documents required when removing land from the project site. Other revised documents may be requested by the planner reviewing the application.

## VARIANCE REQUEST

1. Project Narrative: In the space below describe the variance including any history and/or related facts that may be helpful in understanding the request. This explanation shall also specifically identify what is being requested (*e.g. Variance of 10 feet from the required rear yard setback of 25 feet resulting in a rear yard of 15 feet*). If additional space is needed, please attach extra pages to this application.

Asking for variance 0.8 feet from the south neighboring property structure resulting 9.2 feet separation.

2. A Variance is requested from the following Section(s) of the Hillsborough County Land Development Code:

PD80-0046 lot development requirement.

## ADDITIONAL INFORMATION

1. Have you been cited by Hillsborough County Code Enforcement? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, you must submit a copy of the Citation with this Application.
2. Do you have any other applications filed with Hillsborough County that are related to the subject property?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please indicate the nature of the application and the case numbers assigned to the application(s): \_\_\_\_\_
3. Is this a request for a wetland setback variance? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, you must complete the *Wetland Setback Memorandum* and all required information must be included with this Application Packet (Attachment A).
4. Please indicate the existing or proposed utilities for the subject property:  
Public Water \_\_\_\_\_ Public Wastewater \_\_\_\_\_ Private Well \_\_\_\_\_ Septic Tank \_\_\_\_\_
5. Is the variance to allow a third lot on well and/or septic or non-residential development with an intensity of three ERC's? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must submit a final determination of the "*Water, Wastewater, and/or Reclaimed Water – Service Application Conditional Approval – Reservation of Capacity*" prior to your public hearing (form may be obtained from **19<sup>th</sup> floor County Center**).



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6-17-2022  
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Development Services

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Signature: \_\_\_\_\_

*Hamid B. Kashani*

(Must be signed by applicant or authorized representative)

Intake Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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\*\*Required documents required when removing land from the project site. Other revised documents may be requested by the planner reviewing the application.

## 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.*

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?

Similar to other neighboring homes, this portion of the house was designed and permitted by Hillsborough County to include the water heater for the house.

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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.

There are other similar homes in this Pine Lake subdivision that have the same condition.

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

The existing situation has not interfere with the neighbors for 37 years.

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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).

The water heater storage room has not created any concerns for public health, safety, and comfort welfare orderly development in the Hillsborough County

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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.

The home was built around 1984/1985 and permitted by Hillsborough County which included the water heater closet.

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6. Explain how allowing the variance 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 a failure to grant a variance.

It will not be fair to tear the corner of the building down and rebuilt it.

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### QUITCLAIM DEED

This QUITCLAIM DEED, is made on the 2<sup>nd</sup> day of May, 2013 by and between Hamid B. Kashani and ~~Fariba G. Kashani~~ ("First Party") whose residence and/or mailing address is **1923 Curry road, Lutz, Florida 33549** and Hamid B. Kashani ("Second Party") whose residence and /or mailing address is **1923Curry Road Lutz, Florida 33549.**   
*and Fariba*  
**FARIBA**

In consideration for the sum of Ten Dollars (\$10.00) paid by the Second Party does hereby remise, release and forever quitclaim to the First Party any right, title, interest and claim which the Second Party has in and to the following described real property, together with any improvements thereon:

**Address:** 2036 Gregory Drive  
Tampa, Florida 33613

**Description of Property (including any improvements):**

LOT 6, PINE LAKE, SECTION B, UNIT 3, PLAT BOOK 56, PAGE 24 OF PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA

**Add release of Dower, Curtesy or other Spousal Rights, if applicable:**

**TO HAVE AND TO HOLD** the above described property unto the Second Party, and the Second Party's executors, administrators, successors and assigns forever.

It is understood that this conveyance is made without covenants or warranties of any kind, either express or implied.

**IN WITNESS WHEREOF**, the First Party has signed and sealed this Quitclaim Deed on the above date.

Witnesses:

*Coy*  
Hind Benabdallah.

*Marta Santiago*  
MARTA SANTIAGO

First Party

*Hamid B. Kashani Fariba G. Kashani*  
**Hamid B. Kashani and Fariba G. Kashani**

Second Party

*Hamid B. Kashani*  
**Hamid B. Kashani**

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

I HERBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared FARIBA G. KASHANI to me known to be the person described in or who produced Driver License as identification and who executed the foregoing instrument, and she acknowledged before me that the matters contained therein are true.

WITNESS my hand and official seal in the County and State last aforesaid, this 24<sup>th</sup> day of May, 2013.



  
\_\_\_\_\_  
Notary Public  
My Commission Expires:

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH**

I HERBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared FARIBA G. KASHANI to me known to be the person described in or who produced Driver License as identification and who executed the foregoing instrument, and she acknowledged before me that the matters contained therein are true.

WITNESS my hand and official seal in the County and State last aforesaid, this 24<sup>th</sup> day of May, 2013.



  
\_\_\_\_\_  
Notary Public  
My Commission Expires:





# 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: 2036 Gregory Dr. City/State/Zip: Tampa Fl, 33613 TWN-RN-SEC: 28-19-6  
Folio(s): 35392-5312 Zoning: PD 80-0046 Future Land Use: R-20 Property Size: 0.17 AC

### Property Owner Information

Name: Hamid Kashani Daytime Phone: (813) 728 1064  
Address: 1923 Curry Rd. City/State/Zip: Lutz, Fla. 33549  
Email: frrh1923@aol.com FAX Number: \_\_\_\_\_

### Applicant Information

Name: Hamid Kashani Daytime Phone: (813) 728 1064  
Address: 1923 Curry Road City/State/Zip: \_\_\_\_\_  
Email: frrh1923@aol.com FAX Number: \_\_\_\_\_

### Applicant's Representative (if different than above)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City / State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ FAX Number: \_\_\_\_\_

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

Hamid B. Kashani

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

Fariba Kashani

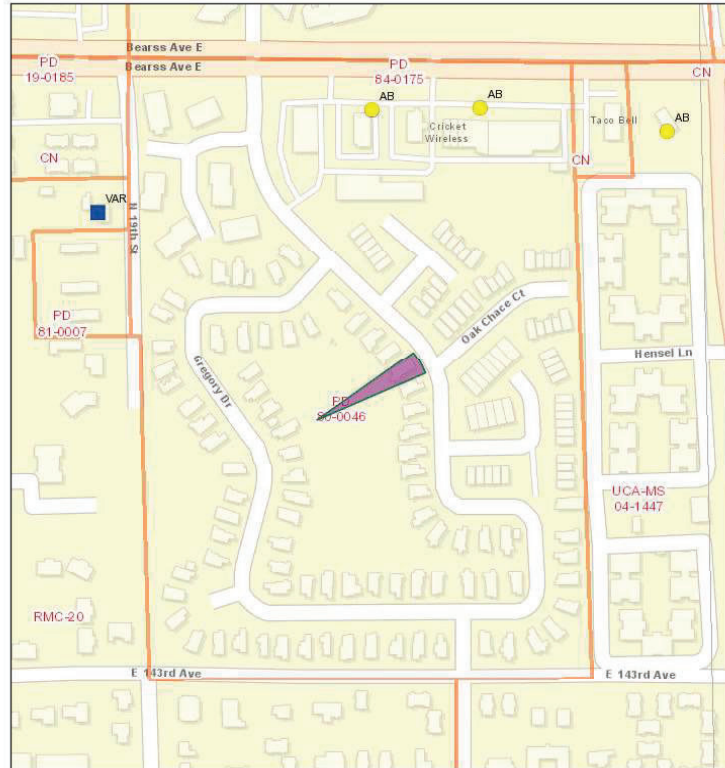
Type or Print Name

Intake Staff Signature: Clare Odell Office Use Only Intake Date: 05/31/2022  
Case Number: 22-1009 Public Hearing Date: 7/25/2022  
Receipt Number: 164526



# PARCEL INFORMATION HILLSBOROUGH COUNTY FLORIDA

Folio: 35392.5312



May 31, 2022

1:2,057

0 0.02 0.04 0.09 mi  
0 0.04 0.07 0.14 km

Hillsborough County Florida

Jurisdiction	Unincorporated County
Zoning Category	Planned Development
Zoning	PD
Description	Planned Development
RZ	80-0046
Flood Zone:A	
Flood Zone:X	AREA OF MINIMAL FLOOD HAZARD
FIRM Panel	0204H
FIRM Panel	12057C0204H
Suffix	H
Effective Date	Thu Aug 28 2008
FIRM Panel	0210H
FIRM Panel	12057C0210H
Suffix	H
Effective Date	Thu Aug 28 2008
Pre 2008 Flood Zone	X
Pre 2008 Flood Zone	X
Pre 2008 Firm Panel	1201120210E
County Wide Planning Area	University Area Community
Community Base Planning Area	University Area Community
Planned Development	PD
Re-zoning	null
Major Modifications	03-0042
Personal Appearances	95-0150,90-0163,88-0067
Census Data	Tract: 010817 Block: 2009
Future Landuse	R-20
Urban Service Area	TSA
Waste Water Interlocal	City of Tampa Waste Water
Water Interlocal	City of Tampa Water
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	Outside 140 MPH Area
Wind Borne Debris Area	140 MPH Area
Competitive Sites	NO
Redevelopment Area	University Redevelopment Area

Folio: 35392.5312  
PIN: U-06-28-19-1GD-000000-00006.0  
HAMID B KASHANI AND FARIBA KASHANI

**Mailing Address:**  
1923 CURRY RD  
LUTZ, FL 33549-3773

**Site Address:**  
2036 GREGORY DR  
TAMPA, FL 33613  
SEC-TWN-RNG: 06-28-19

**Acreeage:** 0.176373  
**Market Value:** \$185,817.00

**Landuse Code:** 0100 SINGLE FAMILY

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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.

## **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 - Check made payable to Hillsborough County Board of County Commissioners.
- 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 15<sup>th</sup> 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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