



PLANNING & PRESERVATION DIVISION  
 DEPARTMENT FOR COMMUNITY SUSTAINABILITY  
 CITY OF LAKE WORTH  
 1900 2<sup>ND</sup> AVENUE NORTH  
 LAKE WORTH, FL 33461  
 561.586.1687

**VARIANCE APPLICATION CHECKLIST**

**Three (3) hard copies and one (1) electronic copy** of the following materials are required in order for a **Variance Application** to be deemed complete and sufficient to present to the decision making board.

- Mandatory Pre-Application Meeting; Date of Meeting: \_\_\_\_\_
- Application Fee(s): \$ \_\_\_\_\_
  - Single Family Residential (SFR): \$350
  - Single Family Residential – each additional: \$100
  - Multi-Family Residential (MFR): \$1500
  - Multi-Family Residential – each additional: \$200
  - Non-Residential and Mixed Use (NR & MU): \$1500
  - Non-Residential and Mixed Use – each additional: \$200
  - Boat/Recreational Vehicle Parking: \$250
  - Signs: \$500
  - Administrative: \$250
- Universal Development Application
- Owner’s Certificate and Designation of Agent
- Warranty Deed
- Affidavit of Completeness and Accuracy
- Sign Posting Agreement
- Survey (within 2 years of the date of the application)
- Site Plan (required if new construction or Variance affects site plan)
- Landscape Plan (required if new construction or Variance affects landscape plan)
- Architectural Plans (required if new construction or Variance affects architectural plans)
- Justification Statement to address the Variance Criteria in Section 23.2-26.b, which are as follows:
  1. Special circumstances or conditions exist which are peculiar to the land or building of which the variance is sought and do not apply generally to nearby lands and buildings, and that is not a result of action of the applicant.
  2. The strict application of the provisions of this chapter would deprive the applicant of reasonable use of the land or building for which the variance is sought.
  3. The variance proposed is the minimum variance which makes possible the reasonable use of the land or building.
  4. That the granting of the variance will be in accordance with the spirit and purpose of the chapter, and will not be unduly injurious to contiguous property or the surrounding neighborhood nor otherwise detrimental to the public welfare.

FOR OFFICE USE ONLY			
PZ Project No.			
Associated Project Nos.			
Submittal Date		Sufficiency Date	
Project Planner Assigned			