

**LAND DEVELOPMENT CODE  
ADMINISTRATIVE VARIANCE APPLICATION**

The undersigned applicant(s) hereby petitions the Town of Ocean Ridge Town Clerk to call a public hearing(s) after due public notice, the cost of which is hereby assumed by the undersigned for the purpose of considering an administrative variance to the Town's Land Development Code, as described herein, as provided for under Town Code Section 63-117.

APPLICANT(S) NAME: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

INSTRUCTIONS FOR COMPLETION OF APPLICATION

1. All properties within a single application must be contiguous (immediately adjacent) to one another, and the Administrative Official may require more than one (1) application if the property concerned contains more than five (5) acres, or the fee paid for one (1) application would not equal the cost of processing the same.
2. No administrative variance application shall be accepted by the Town Clerk for filing unless it is presented on the official forms provided by the town, and is filed with **an original plus two (2) copies, including all exhibits as listed below, for a total submission of three (3) packets.**
3. Before any application is deemed "filed", it must be complete (with all required information as stated below), and the **filing fee of \$1,500** must be received by the Town Clerk, along with Mailing labels, GIS property list, and map **obtained from the Palm Beach County Property Appraiser's Office** for all properties within 300' of the subject property.
4. An application is complete only when it is executed in affidavit form (sworn) by:
  - a. the owner or owners of at least seventy-five (75%) per cent of the property described in the application; or
  - b. the tenant or tenants, with the owners' written (sworn) consent; or
  - c. the duly authorized agent(s), with the owners' power of attorney (not including members of the Florida Bar); or
  - d. the contract purchasers, with the filing of a copy of the Contract of Sale and Purchase; or
  - e. the Administrative Official; or
  - f. any person aggrieved by a development order or requirement.

NATURE OF THE REQUEST FOR ADMINISTRATIVE VARIANCE

Section \_\_\_\_\_ of the Town of Ocean Ridge, Land Development Code requires \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant requests an administrative variance to permit:

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DESCRIPTION OF PROPERTY

1. **Exhibit A:** A copy of the latest recorded deed is attached hereto as **Exhibit A**. The Property Control No. \_\_\_\_\_ and the subject property is located approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_ and \_\_\_\_\_, on the (north, east, south, west) side of \_\_\_\_\_ Street.

THE FOLLOWING REQUIRED GRAPHIC INFORMATION  
SHALL BE ATTACHED TO THIS APPLICATION, AND MARKED AS REQUIRED

2. **Exhibit B:** surveys submitted must be sealed by a Land Surveyor licensed by the State of Florida at a scale prescribed by the Town containing the following:

- a. An accurate legal description of the property.
- b. A computation of the size of the tract to the nearest one-tenth (1/10) of an acre.
- c. The survey must have been prepared for the current property owner, contract purchaser, or owners' agent or attorney, and regardless of when prepared, must contain all updated information such as latter property revisions including but not limited to fencing, walls, structures, driveways or walkways.

3. **Exhibit C:** The location of the subject parcel plotted by an engineer or surveyor registered in the State of Florida on a copy of the official zoning map of the Town or a reasonable facsimile thereof.

4. **Exhibit D:** A property owners' location drawing showing all property owners information required below and their relation to the subject parcel.

5. **Exhibit E:** a complete list of all property owners, mailing addresses, and legal descriptions of all property within three hundred (300) feet of the subject parcel as recorded in the latest official tax rolls prepared by the Palm Beach County Tax Collector.

6. **Exhibit F:** a statement of the applicant's equitable or title interest in the property, accompanied by one of the following:

- a. If joint and several ownership, a written consent by all owners of a record, or
- b. if a contract purchaser, a copy of the Contract for Sale and Purchase, plus the written consent of the owners, or

- c. If an authorized agent, a copy of the Agency Agreement, or Power of Attorney giving the consent of the owners, or
- d. If a lessee, a copy of the lease agreement and written consent of the owners, or
- e. If a corporation or other business entity, the name of the officer or person responsible for the application and written proof that said person has the authority to represent the corporation or other business entity, or
- f. If more than one owner, the title owners of a least seventy-five (75) percent of the property described in the application must provide written consent.

7. **Exhibit G:** Each application for variance shall include the following information to be shown on a Site Plan of the property:

- a. The exact location of all structures on the property, showing distance from the property line(s) and other structures.
- b. The exact location of the property related to the public street or easement on which the property fronts.
- c. The exact location of driveways and fences of the subject property.
- d. An accurate indication of what and where the variance is as it relates to the existing structures on the property and to the nearest property or properties which the relief sought would affect.
- e. All pertinent information, such as drawings of details, landscaping, detailed measurements, parking, public and private utilities, and other information designed to provide a factual basis for the consideration of the variance shall be included on the Site Plan.
- f. Plans for Multiple Dwelling Units **are to be reviewed for off-street parking and landscaping by the Administrative Official prior** to filing an Application for Variance.

APPLICANT'S CERTIFICATION

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The undersigned Applicant(s) swears or affirms, under penalty of perjury, that he/she (they) understand and will comply with the provisions of the Town of Ocean Ridge Land Development Code, and in particular Sections 63-73 and 63-34 (only if a variance is requested). The undersigned further certifies the foregoing statements made herein, together with all exhibits attached hereto, or later presented at a hearing in this cause, are true to the best of his/her (their) knowledge and belief.

\_\_\_\_\_  
Signature of Applicant 1

\_\_\_\_\_  
Signature of Witness 1

\_\_\_\_\_  
Signature of Applicant 2

\_\_\_\_\_  
Signature of Witness 2

APPLICANT IS:

- \_\_\_ Owner
- \_\_\_ Contract Purchaser
- \_\_\_ Other \_\_\_\_\_  
(explain)

NAME, ADDRESS, EMAIL & PHONE OF OWNER(S), IF OTHER THAN APPLICANT(S):

\_\_\_\_\_  
\_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

STAMP

\_\_\_\_\_  
Notary's Signature --- Notary Public, State of Florida - At Large

Personally Known or  Type of Identification Produced: \_\_\_\_\_

APPLICANT'S CERTIFICATION

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The undersigned Applicant(s) swears or affirms, under penalty of perjury, that he/she (they) the foregoing statements made herein, together with all exhibits attached hereto, or later presented at a hearing in this cause, are true to the best of his/her (their) knowledge and belief.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
SIGNATURE OF APPLICANT(S)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Type/Print Name of Applicant(s)

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

STAMP

\_\_\_\_\_  
Notary's Signature --- Notary Public, State of Florida - At Large

Personally Known or  Type of Identification Produced: \_\_\_\_\_

**TOWN OF OCEAN RIDGE, FLORIDA  
FOR OFFICIAL TOWN USE ONLY**

DATE OF OFFICIAL ACCEPTANCE: \_\_\_\_\_ OFFICIAL FILE NUMBER: \_\_\_\_\_

FEE PAID: \_\_\_\_\_ PUBLIC HEARING DATE: \_\_\_\_\_