



Nassau County Engineering Services
96161 Nassau Place
Yulee, FL 32097

Robert T. Companion, PE
County Engineer

APPLICATION AND INSTRUCTIONS FOR A VARIANCE

1. The County Engineer or his/her designee may permit variations to the Nassau County Roadway and Drainage Standards, Ordinance 99-17, after the review and recommendation of the county Development Review Committee (DRC).
2. The procedure will require:
 - A. That the completed application be submitted to the Nassau County Engineering Services Department;
 - B. The Application fee of \$267 (as of 6/24/2019) be paid; and,
 - C. The application be reviewed by the DRC;
3. The Engineering Services Department will prepare a summary to be presented at the next available DRC meeting.
4. The applicant may attend the DRC meeting to present additional evidence into the record. The evidence shall address the criteria defined in Ordinance 99-17, Article 15, Section 15.1 that is applicable to the application.
5. If the request for a variance is denied by the County Engineer or approved with conditions, the owner/applicant may appeal to the Planning and Zoning Board in accordance with Ordinance 99-17, Article 15, Section 15.2.
6. If you have any questions about procedures or the criteria, please consult with the Engineering Services Department at (904) 530-6225 prior to the DRC meeting.

INSTRUCTIONS FOR APPLYING FOR A VARIANCE

It is essential that all the information provided is accurate. Incorrect information can delay or nullify the application process. Use the Engineering Services Department forms that are available for download at www.nassaucountyfl.com under Departments, Engineering Services. Please attach additional sheets as needed, using 8½" x 11" size paper, typed or printed.

Definition of Variance: A device which grants a property owner relief from certain provisions of the Roadway and Drainage Standards, upon showing that strict application of the requirements contained in this ordinance would result in real difficulties, or substantial hardship or injustice and where the owner/applicant proposes an alternative which conforms to the general intent and spirit of these regulations, and where the objectives of this ordinance have been substantially met as determined by the County Engineer and the Development Review Committee (DRC).
Substantial hardships exclude financial hardships.

Explanation of Application Sections:

1. The Parcel Identification Number is an eighteen (18) digit number defining the subject property. This number is located at the Property Appraiser's website at www.nassauflpa.com.
2. Provide driving instructions to the site.
3. Provide the name and address of the property owner. The owner's name should agree with the recorded deed.
4. Provide the Variance(s) sought (for example: variance to not pave 60' easement). Be sure to include all details of the Variance(s) sought by the applicant.
5. When considering a variance request, the County Engineer shall make a written conclusion that the variance does or does not satisfy the criteria listed in Section 15.1 - *Variations* of the Nassau County Roadway and Drainage Standards. Please address this criteria as listed in parts "a" through "c" on pages 1 and 2 of the application as completely as possible.
6. It is required that a site plan and recorded deed be attached to the application. The site plan must show the size and location of the property. The applicant should also include information that will assist the DRC in its review including dimensions applicable to the variance. For driveway variances, the site plan must show the distance to the property line, adjacent intersections and to any other driveways on same or adjacent property.

The owner's signature is required on the application. If the application is signed by the agent, an *Owner's Authorization for Agent* form must be signed by the owner. Please include the email and telephone number of the person who can be contacted, and familiar with the application, to obtain additional information.

The non-refundable application fee for a Variance is required at the time of application. To confirm the fees please contact the Engineering Services Department at (904) 530-6225. Return the completed application, any supporting data and the application fee to the Engineering Services Department. Please make checks payable to: Nassau County Board of County Commissioners (Nassau County BOCC).

If, for any reason, you wish to withdraw the application, you must notify the Engineering Services Department, in writing, prior to the date of the DRC meeting. No refunds will be given.

Persons with disabilities requiring accommodations in order to participate at the public hearing should contact (904) 530-6225 at least twenty-four (24) hours in advance to request such accommodation.

The Engineering Services Department can be reached at 96161 Nassau Place, Yulee, FL 32097, and (904) 530-6225, Monday through Friday, 8:00am until 5:00pm.



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**APPLICATION FOR
A VARIANCE**

Official Use Only
Application #: _____
Date Filed: _____

1. Parcel Identification Number (18-digit number)

2. Driving Instructions:

3. Name and Address of the Owner as shown in the public records of Nassau County:

Name and Address of the Applicant / Authorized Agent (if different than Owner):

(PLEASE NOTE: If applicant is not the owner, this application must be accompanied by completed *Owner's Authorization for Agent* form.)

4. Variance Sought:

5. Variance Justification (requirements in the "Definition of Variance" on Instructions Page):

6. Supporting information which is considered by the Development Review Committee:

- _____ Detailed Site Plan
- _____ Copy of Recorded Deed
- _____ Any additional data

7. Has any application been submitted within the last two (2) years for a Roadway and Drainage Variance of any portion of the subject property included in this application? _____
If so, give details of such application and approval or denial decision.

8. Is this parcel subject to deed restrictions enforced by a homeowner's association? _____
If so, please provide written HOA approval of work.

In filing this application for a Variance, the undersigned understands it becomes a part of the official records of the Development Review Committee and does hereby certify that all information contained herein is true to the best of his/her knowledge.

Signature of Owner: _____
Signature of Authorized Agent: _____
(if different than Owner)
Owner's mailing address: _____

Telephone: _____
Email: _____

NOTE: If prepared or signed by an agent, a notarized *Owner's Authorization for Agent* form must be provided.



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Owner's Agent Authorization

_____ is hereby authorized TO ACT ON BEHALF OF

_____, the owner(s) or agent(s) of the organizational ownership named below of the property described within the attached application, and as described in the attached deed or other proof of ownership as may be required, in applying to Nassau County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | |
|-------------------------------|-------------------------------|
| _____ Rezoning/Modification | _____ Special Use Permit |
| _____ Zoning Variance | _____ Non-Zoning Variance |
| _____ Appeal | _____ Overlay District Review |
| _____ Concurrency Application | _____ Other _____ |

and in making representations to Nassau County related to the application. I attest the application is made in good faith and that my information contained herein is accurate and complete to the best of my knowledge and belief. I further attest that I am the owner of subject property or otherwise duly authorized to act in that capacity.

BY: _____
 Signature of Owner(s) / Agent Print Name(s)

 Signature of Owner(s) / Agent Print Name(s)

Address: _____

Name of Organization (If Applicable)

Telephone: _____

Fax: _____

Email: _____

State of: _____

County of: _____

Signed and sworn to before me on this _____ day of _____, 20__.

By _____

Identification Presented: _____

Oath taken: _____ Yes _____ No

 Notary Signature

My commission expires: _____