



Town of St. Leo

P.O. Box 2479, 34544 County Road 52

Saint Leo, Florida 33574

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TownClerk@TownofStLeo.org

www.TownofStLeo.org

Variance Application

DATE SUBMITTED _____

All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk by the scheduled deadline date. The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC). It is necessary for the applicant or the applicant's representative to be present at the public hearing meeting. No revisions to the application request will be processed later than 14 days prior to the scheduled Town Commission meeting. The public hearing will be conducted pursuant to Quasi-Judicial Proceedings.

IT IS INCUMBANT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE THE APPROVAL.

Applicant (title holder[s]) _____

Applicant's Address _____

Phone _____ Fax _____ Email _____

Representative (Affidavit of Authorization /Ownership is required) _____

Phone _____ Fax _____ Email _____

Architect/Engineer/Planner/ Contractor _____

Address _____

Phone _____ Fax _____ Email _____

Date Property Title Obtained _____ Parcel # _____

Legal Description _____

Property Address _____

Requested Variance(s) 1. _____

2. _____

3. _____

SUBMITTAL REQUIRMENTS: The applicant must also submit a Variance Justification Statement addressing the hardship criteria and a site plan, drawings or photographs to illustrate the requested variance.

FEE: The applicant will pay a \$50.00 fee per variance, and for the actual expenses related to the Town of St. Leo's Attorney, Planning Consultant and other Town of St. Leo staff review of the application. This may include, but is not limited to: cost of public notices, time spent reviewing the application for completeness, site inspection(s), preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant and others, attending any meetings with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant and Attorney fees and expenses.

Applicant acknowledges that a final Certificate of Occupancy will not be granted until all required inspections are complete and all fees are paid.

Signature of Title Holder(s)/Owner(s) _____

Date Variance Fee(s) Paid _____ Associated Fee Total \$ _____ Date Associated Fees Paid _____