



**TOWN OF INDIAN RIVER SHORES  
VARIANCE APPLICATION**

DATE: \_\_\_\_\_

INFORMATION FOR ALL APPLICANTS REQUESTING A VARIANCE PURSUANT TO SECTION 168.09, CODE OF ORDINANCES, INDIAN RIVER SHORES.

- *Special conditions exist affecting the land, structure or building which prevent reasonable use.*
- *Unique circumstances which exist are peculiar to the property or to such a small number of properties so as to constitute a marked exception.*
- *A hardship exists such that literal application of the code would deprive the applicant of a substantial property right enjoyed by other property owners in the district.*
- *Any hardship is not self-created.*
- *The variance request is the minimum variance allowing for reasonable use of the property.*
- *The variance will not be detrimental to adjacent property owners, adversely affect the public welfare and will be consistent with the general intent of the code.*

**REQUIRED CHECKLIST FOR SUBMISSION:**

- *Variance application with **all** supporting data including survey, photos, homeowner association approval or any other item that you believe is relevant.*
- *Attached to application, you must address in writing, the criteria listed above as outlined in section 168.09(2), (a-f), Code of Ordinances, Indian River Shores.*
- *The variance package must be emailed to [inspections@irshores.com](mailto:inspections@irshores.com). For larger submissions, including building plans or large format paper, a USB flash drive is required.*
- ***FOR DOCKS ONLY:** Copies of Notice to adjoining Property Owner(s) MUST accompany this application.*
- ***FOR APPLICANTS OTHER THAN THE PROPERTY OWNER:** A Power of Attorney MUST accompany this application authorizing the applicant to act on behalf of the property owner.*

**\*DOCK REQUESTS:**

*PURSUANT TO TOWN ORDINANCE 100.37, IF THE VARIANCE REQUESTED IS FOR A DOCK, WRITTEN NOTICE SHALL BE GIVEN TO IMMEDIATELY ADJOINING PROPERTY OWNERS ON EITHER SIDE OF THE PROPERTY.*

*Is this Variance Request for a dock?                      Yes \_\_\_\_\_ No \_\_\_\_\_*

*Have copies of the Notice(s) to adjoining property owners been attached?                      Yes \_\_\_\_\_ No \_\_\_\_\_*

**\*TREES OF SPECIAL CONCERN**

*PLEASE REFER TO FLORIDA STATUTE 163.045, TO DETERMINE IF YOU ARE REQUIRED TO SUBMIT AN APPLICATION OR PAY A FEE FOR PRUNING, TRIMMING, OR REMOVING A TREE ON A RESIDENTIAL PROPERTY.*

APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Variance Site Address: \_\_\_\_\_  
Applicant Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

**IMPORTANT NOTE:** IF THE APPLICANT IS NOT THE PROPERTY OWNER, A POWER OF ATTORNEY MUST BE SUBMITTED AUTHORIZING THE APPLICANT TO ACT ON BEHALF OF THE PROPERTY OWNER.

Describe with specificity the variance sought:

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

**Note:** If the requested Variance involves ANY type of new construction that has impacts on ANY/ALL existing property setbacks, you MUST complete the "Impact on Abutting Property" section below.

IMPACT ON ABUTTING PROPERTY

Changes in setback:            Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Distance between lot lines:    Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Distance between structure(s) on adjoining property: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Additional notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Planning, Zoning & Variance meetings are held the 2nd Tuesday of every month. The deadline for items to be placed on the agenda is Friday morning, 2 weeks prior to the meeting date. There must be a representative in attendance. Please contact the Building Department at 772-231-4453 or [inspections@irshores.com](mailto:inspections@irshores.com) with any questions or concerns.**

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_  
(Please Print)