

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.

YULEE
(904) 530-6225

FAX
(904) 491-3611



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.



Nassau County Engineering Services
96161 Nassau Place
Yulee, FL 32097

Robert T. Companion, PE
County Engineer

**APPLICATION FOR
A VARIANCE**

Official Use Only

Application #: _____

Date Filed: _____

1. Parcel Identification Number (18-digit number)

13-2N-28-0000-0002-0010

2. Driving Instructions: Turn East onto Peters Point Rd off of

South Fletcher 1974 Fletcher Ave Fndg Bch FL 32034

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

Nassau County Board of Commissioners
96135 Nassau Place STE 1
Yulee FL 32097

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

Jeff Little
96135 Nassau Place STE 1
Yulee FL 32097

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

4. Variance Sought:

Variance to not Pave Horse trailer Parking @ Peters Point
Park

Ord 99-17 Sec 9.9.1

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

Limited use of area and reduction of
impervious area. No off-site impacts will occur.

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? NO

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? NO

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: Jeffrey Little
(if different than Owner)

Owner's mailing address: 95125 Musselwhite Rd
Callahan FL 32011

Telephone: 530 6162

Email: j.little@nassaucountyfl.com

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

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FAX
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Nassau County Engineering Services
96161 Nassau Place
Yulee, FL 32097

Robert T. Companion, PE
County Engineer

Owner's Agent Authorization

Jeff Little is hereby authorized TO ACT ON BEHALF OF

Nassau County Board

OF County Commissioners, 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]
Signature of Owner(s) / Agent

Taco E. Pope, AICP
Print Name(s)

Signature of Owner(s) / Agent

Print Name(s)

Address: 96135 Nassau Place
Suite 1
Yulee, FL 32097

Nassau County Bocc
Name of Organization (If Applicable)

Telephone: (904) 530-6010

Fax: n/a

Email: tpope@nassaucountyfl.com

State of: Florida

County of: Nassau

Signed and sworn to before me on this 2 day of June, 2021.

By Taco E. Pope

Identification Presented: personally known

Oath taken: ☐ Yes ☒ No

Sydney Brock
Notary Public - State of Florida
My Comm. Expires May 23, 2023
Commission # GG338888

Sydney Brock
Notary Signature

My commission expires: May 23, 2023

YULEE
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Nassau County Engineering Services
96161 Nassau Place
Yulee, FL 32097

Robert T. Companion, PE
County Engineer

CONSENT FOR INSPECTION

I, JEFF Little, the owner or authorized agent for the owner of the premises located at 1974 S. Fletcher Ave do hereby consent to the inspection of said premises by an employee of the Engineering Services Department, Nassau County, Florida, in conjunction with this application, without further notice.

Dated this 6/1/21 day of JUNE, 2021.
1st

Jeffrey Little
Signature of Owner or Authorized Agent

904 530 6126
Telephone Number

STATE OF FLORIDA:

COUNTY OF NASSAU:

The foregoing instrument was acknowledged before me the 1st day of June, 2021, by Jeffrey Little who is personally known to me or who has produced _____ as identification.

Sydney Brock
Notary Public Signature

Sydney Brock
Name (typed or printed)

(Seal)

Sydney Brock
Notary Public - State of Florida
My Comm. Expires May 23, 2023
Commission # GG338318

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