



CITY OF  
**TARPON SPRINGS**  
 FLORIDA

TEL: (727) 942-5611  
 EMAIL: [planning@ctsfl.us](mailto:planning@ctsfl.us)

[www.ctsfl.us](http://www.ctsfl.us)

This application **MUST** be completed **IN FULL** and submitted with all applicable documents listed below in order to be scheduled for a Board or Committee.

All fees **MUST** be paid in full prior to Public Hearing.

- Completed** original application form and digital copy
- Application fee:
  - Variance Request - \$250.00 each, or
  - Appeal of Administrative Decision - \$250.00 each
  - Newspaper Ad - \$150.00 each
  - Postcards (500 foot radius) - \$0.77 each, and
  - Placard - \$ 16.00

*(Call for fee calculation assistance if needed)*

- Property survey, signed and sealed by a professional land surveyor
- Site Plan with documentation of variance request (to scale with measurements called out)
- Photographs of site if relevant to request.
- Digital copies of all application materials (including completed application and plans)
- Proof of ownership (a copy of the deed which conveyed title to the present owner of the property)
- Other supporting information, as necessary

**1. Property Owner(s)**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cell

**2. Applicant (if different than property owner)**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cell

**3. Agent (if applicable)**

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cell

**4. General Information**

Property Location or Address		
Legal Description (attach additional sheets as necessary)		
Tax Parcel Number(s)	Land Use Category	Zoning District

**Variance Requested:**

Please describe the project (attach additional sheets as necessary):

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**Lot Dimension Standards:**

This property is located in the \_\_\_\_\_ zoning district.

Required Lot Dimensions:		Proposed/Current Lot Dimensions:	
Minimum Lot Area:		Lot Area:	
Minimum Lot Width:		Lot Width:	
Minimum Lot Depth:		Lot Depth:	

Follow the link to Section 25.00 of the Land Development Code Zoning for Zoning District lot standards - [https://library.municode.com/fl/tarpon\\_springs/codes/code\\_of\\_ordinances?nodeId=COOR\\_APCOZOLADECO\\_ARTIIDIRE\\_S25.00SCDIRE](https://library.municode.com/fl/tarpon_springs/codes/code_of_ordinances?nodeId=COOR_APCOZOLADECO_ARTIIDIRE_S25.00SCDIRE)

**Board of Adjustment Review Standards:**

Per Land Development Code Section 215.02.5 (link provided below), the Board of Adjustment may grant a variance to allow a nonconforming lot of record to be built upon if the following three standards are met and proven by competent substantial evidence. **Please review the standards listed below and provide a justification on how your request meets each of the standards (attached additional sheets as necessary).**

[https://library.municode.com/fl/tarpon\\_springs/codes/code\\_of\\_ordinances?nodeId=COOR\\_APCOZOLADECO\\_ARTXIADEN\\_S215.02.5VANOLORE](https://library.municode.com/fl/tarpon_springs/codes/code_of_ordinances?nodeId=COOR_APCOZOLADECO_ARTXIADEN_S215.02.5VANOLORE)

- (1) Does the lot consist of at least one entire lot of record on the effective date of this Code? *(Explain when the lot was created and provide a legal description on single deeds going back to 1990 (e.g. The lot was created in 1926 and has remained a single lot of record since that time.))*

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(2) Was the lot created in violation of a previous zoning ordinance? *(Explain if or when the lot was separated or subdivided)*

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(3) Was the lot combined with a neighboring lot under common ownership in order to allow the existing improvements on the neighboring developed lot to meet applicable setbacks. *(Are the neighboring structures on conforming lots? To meet zoning standards (i.e. setbacks, minimum lot standards), did those structures rely on the nonconforming lot in order to be built?)*

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**Helpful Links:**

The following links may be used to assist you in completing this application, as well as, providing supporting documentation.

- Tarpon Springs Zoning Application - <https://gis.ctsfl.us/portal/apps/webappviewer/index.html?id=9596539ae16744b4af44d320f190c791>
- Tarpon Springs Land Development Code - [https://library.municode.com/fl/tarpon\\_springs/codes/code\\_of\\_ordinances?nodeId=COOR\\_APCOZOLADECO](https://library.municode.com/fl/tarpon_springs/codes/code_of_ordinances?nodeId=COOR_APCOZOLADECO)
- Pinellas County Property Appraiser – <http://www.pcpao.org/>
- Pinellas County Clerk, Official Records – <https://ccmspa.pinellascounty.org/PublicAccess/default.aspx>

Applicant's Signature:

The information included in and with this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Agent's Signature: (I represent the applicant/owner)

The information contained in and with this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Date

Owner's Signature:

I authorize the agent named above on this form to provide subject matter on the application contained herein for the purposes of discussion with City Staff, and to attend public hearings on my behalf. In addition, I authorize the filing of this application and certify ownership of the property described in this application as myself. Within this application, I have included all parties to an existing contract for sale. I further assent to the City's Comprehensive Plan as it applies to the property and it is understood that this application must be complete and accurate, and the appropriate fee paid prior to processing.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**STATE OF FLORIDA**            )  
**COUNTY OF PINELLAS**        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_  
by \_\_\_\_\_, who is personally known to me or who has produced  
PROPERTY OWNER NAME PRINTED  
\_\_\_\_\_ as identification and who did (did not) take an oath.

NOTARY PUBLIC

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: