



APPLICATION FOR CONDITIONAL USE PERMIT OR VARIANCE

Please indicate the type of request:
[ ] Conditional Use Permit for:
[ ] Bed & Breakfast
[ ] Outdoor Dining
[ ] Other
[ ] Variance

FOR CITY USE ONLY
APPLICATION NO.:
DATE RECEIVED:
FEE RECEIVED:

OWNER / APPLICANT / REPRESENTATIVE INFORMATION
OWNER NAME:
OWNER ADDRESS/CITY/STATE/ZIP:
OWNER PHONE: OWNER EMAIL:

APPLICANT NAME:
APPLICANT ADDRESS/CITY/STATE/ZIP:
APPLICANT PHONE: APPLICANT EMAIL:

REPRESENTATIVE NAME:
REPRESENTATIVE ADDRESS/CITY/STATE/ZIP:
REPRESENTATIVE PHONE: REPRESENTATIVE EMAIL:

PROPERTY INFORMATION
PROPERTY ADDRESS OR LOCATION:
TAX PARCEL ID NO.: GROSS ACRES:
CURRENT ZONING DISTRICT DESIGNATION: LAND USE PLAN CATEGORY:
CURRENT USE OF PROPERTY:
ATTACHED LETTER OF JUSTIFICATION? [ ] YES [ ] NO

OWNER'S CERTIFICATION
I hereby certify that this application is a true representation of the facts concerning this request. In the event that the applicant/representative is different from the owner, I hereby authorize to act on my behalf in representing this petition. I understand that the filing of this application does not constitute automatic approval by the Board of Adjustment and Appeal. If the request is approved, I will obtain all necessary permits and comply with all applicable codes and regulations pertaining to the use of the subject property.
Signature of Owner: Printed Name:
The foregoing instrument was acknowledged before me on this day of, 20 by, who is personally known to me or has produced as identification.
(NOTARY STAMP)
NOTARY'S SIGNATURE

APPLICATION FOR CONDITIONAL USE PERMIT OR VARIANCE



Application Number: \_\_\_\_\_ Location: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS** *[To be submitted at time of application. All documents must also be provided in electronic format on a flash drive.]*

- 1. **Application Form:** Completed, signed and notarized.
- 2. **Title Certification Letter:** Certification by a title company or the title opinion of an attorney licensed in Florida showing present titleholder of record and initial date of acquisition, no more than 60 days old. Deeds, title insurance documents, tax bills, etc. are not acceptable.
- 3. **Property Survey:** A recent (less than one year old) Boundary Survey including legal description on ledger paper (11" x 17") and an electronic version in PDF.
- 4. **Letter of Justification:** Please prepare a detailed statement with your justification for the requested Conditional Use Permit or Variance.
- 5. **Fees:** Make check payable to City of Dunedin.  
 Conditional Use Permit: \$1,500  
 Variance: \$1,500  
 Fees are non-refundable.

**Letter of Notice:** Once your completed application package is received, the Community Development Department will prepare the schedule for the Board of Adjustment and Appeal meeting, and send to you via email. A Letter of Notice will also be prepared for you with instructions to send to property owners within 250 feet of your property. This requirement must occur 2 weeks prior to the public hearing.

**APPLICANT SUBMITTAL ACKNOWLEDGMENT**

Application must be submitted as per the Application Process with all requirements at time of submittal. **Board of Adjustment and Appeal hearing will be scheduled and the applicant will be notified accordingly.**

- Quasi-Judicial procedures apply (with sufficient notice; interested parties have the right for a fair opportunity to be heard; interested parties have the right to an impartial decision-maker; initial burden is placed upon the interested parties to ensure that proper record of the proceeding is preserved).
- Failure of the owner/applicant/representative to appear and present substantial evidence under oath at all scheduled public hearings shall be cause to deny the request due to lack of evidence.

- The owner/applicant/representative may not have any ex-parte contact (outside of the public hearings) with any member of the Board of Adjustment and Appeal regarding this application.
- An informational sign will be posted on the property referencing the request and public hearing date. Signage should be maintained as posted and shall only be removed by city staff after the hearing.
- If any person decides to appeal the decision made by the board, he or she may need to ensure that a verbatim record of the proceedings is made per Florida Statute 286.0105.
- All data and exhibits submitted with this application become a permanent part of the public records.

**ACKNOWLEDGEMENT**

I FULLY UNDERSTAND THAT APPROVAL OF THIS APPLICATION BY THE BOARD OF ADJUSTMENT AND APPEAL, IF GRANTED, DOES NOT CONSTITUTE FINAL APPROVAL.

\_\_\_\_\_  
Signature of Owner/Applicant/Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please submit application and requirements to:

Joan McHale, Business Manager  
City of Dunedin  
Community Development Department

Office: 737 Loudon Avenue, Dunedin, FL 34698  
By Mail: P.O. Box 1348, Dunedin, FL 34697  
Email: [jmchale@dunedinfl.net](mailto:jmchale@dunedinfl.net)

Any questions, please contact Frances Leong-Sharp at [fsharp@dunedinfl.net](mailto:fsharp@dunedinfl.net) or (727) 298-3200.

Website: [www.dunedingov.com](http://www.dunedingov.com)