



# Application for FEMA Variance

**GENERAL INFORMATION:**

Case Number \_\_\_\_\_

Property Owner Name/Address

Agent or Representative Name/Address

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Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Property Address, Legal Description, Parcel ID:

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Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Is the property part of a previously approved development proposal?  Yes  No

If yes, provide the case number(s) \_\_\_\_\_

**DETAILS OF THE REQUEST:** (Add additional sheets if necessary)

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This application, together with all required supporting documents, shall be submitted by 12:00 noon on the stated filing date for the Historic Preservation Board. Failure to do so will delay your application to a later date.

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**Signature of Applicant/Authorized Agent and Date**



## FEMA VARIANCE APPLICATION

**Applicants must acknowledge understanding of the following and initial each of the statements below. If you do not understand any of these, staff will explain them to you.**

- \_\_\_\_\_ I understand that a non-conforming use or structure in a particular zoning district does not, in any way, provide justification for the granting of a variance. Furthermore, the existence of a permitted use or structure in adjacent districts does not constitute grounds for a variance.
- \_\_\_\_\_ On all variances, a majority vote is required. Action on this application by the Historic Preservation Board may be continued to a later meeting.
- \_\_\_\_\_ I understand that if a variance is approved by the Historic Preservation Board, the applicant is required to obtain the appropriate building permits within 1 year from the date of the decision. If no permit is obtained within 1 year, the approval from the Board becomes voided.
- \_\_\_\_\_ I understand that any person aggrieved by the final decision has the right to file a petition in the Pinellas County Circuit Court within 30 calendar days after the decision. Permits for construction may be granted prior to the expiration of this 30- day period, but an appeal will be grounds for revocation of the permit.
- \_\_\_\_\_ I understand that I, as the applicant, or my authorized representative must be present at all scheduled public meetings on the application.
- \_\_\_\_\_ I understand that, if a variance from Article V of Chapter 98 of the Code of Ordinances is approved, that:
  - (1) The variance will not preclude the structure's continued designation as a historic structure.
  - (2) The variance is the minimum necessary to preserve the historic character and design of the original structure.
- \_\_\_\_\_ I have been notified in writing from the Community Official about the NFIP flood insurance Implications of variances.

After acknowledgement of these conditions, please make sure your application is complete prior to submission. Incomplete applications will be returned to the applicant.

\_\_\_\_\_  
Signature of Applicant/Authorized Agent and Date

**OFFICE OF THE  
FLOODPLAIN  
ADMINISTRATOR**

# MEMO

**To:** Applicant  
**From:** Bill Palmer, CBO, CFM  
**Date:** October 30, 2019  
**RE:** **Disclosure Per 44CFR 60.6(A)(5)  
NFIP Flood Insurance Implications of Variances**

Please be advised that you are requesting a variance to allow a substantial improvement to your property which is either renovation(s) and/or addition(s). Substantial improvement means any repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure at which the cost equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. Without a variance, the building receiving the substantial improvement would be required to be elevated above the required Base Flood Elevation (BFE) as designated by the Federal Flood Insurance Rate Map.

**If your variance is granted and you complete the work be advised that:**

- (i) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as has as \$25 for \$100 of insurance coverage and
- (ii) Such construction below the base flood level increases risks to life and property,