HOMEOWNER VARIANCE APPLICATION CHECKLIST

LAND DEVELOPMENT CODE (LDC) SECTION 315

Community Development Department
Planning & Redevelopment Division
2200 Civic Center Place
Miramar, FL 33025
Tel: (954) 602-3264
www.miramarfl.gov

PLEASE NOTE Where a Clip is shown below, a copy of that required document must be submitted in hardcopy and in digital file format (i.e. **Microsoft Word** and **PDF**) provided through a CD or through a cloud storage provider (i.e. Dropbox, Box or Google Drive).

STEPS/ REQUIREMENTS

PRIOR TO OFFICIAL SUBMITTAL

1. Contact Planning Staff for a meeting on the particular case

OFFICIAL SUBMITTAL

2. A complete and notarized application

3. Broward County Property Appraiser's website, Tax Folio ID Info for the subject property

4. Application fee and escrow deposit due [Refer to the City of Miramar Schedule of User Fees]

5. A project narrative fully explaining the variance and any associated and relevant history for the property

6. One copy of the property survey reflecting current site conditions

7. Responses addressing Variance Criteria; Refer to Section 3 of Homeowner Variance Application

8. Additional helpful documents: Photographs, Letters of Support from neighbors, HOA Letter of Approval, etc.