



**CITY OF HOMESTEAD
DEVELOPMENT SERVICES
PLANNING & ZONING DIVISION**

ADMINISTRATIVE VARIANCE (AV) CHECKLIST – SETBACKS

FEES / PAYMENT* *Accepting Online Payment (6-Digit Account Number)*

Hearing (Nonrefundable): \$300.00

REVIEW PROCESS

Development Review Committee (DRC)

REQUIRED DOCUMENTS

Zoning Application (City document)
Cost Recovery Affidavit (signed by property owner/notarized)
Previously Approved Entitlements
Legal Description on Word format
Letter of Consent to process (if applicable)
Letter of Intent addressing Code Sec. 30-53 (signed/notarized)
Property Deed

Certified Mailing Labels – Administrative Variance (Adjacent Property Only)

***Additional documents may be required. ***

REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS

Boundary Survey + Setback Dimensions
Current Photos of the Exterior Home

***Additional documents may be required. ***

***GENERAL NOTES:** All required documents, technical plans, and technical reports shall be submitted electronically (PDF File). Refer to the *Planning and Zoning Application – Electronic Submittal Instructions* on our City's website. **Incomplete applications, supporting documents, technical plans, and technical reports will not be accepted nor will the application proceed past Completeness Review to DRC.** Additional documentation may be required during review. Please contact (305) 224-4523 or planning@homesteadfl.gov to schedule an appointment for a complete application package submittal.