



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

**VARIANCE CHECKLIST**

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

**Hearing (Nonrefundable)**

One-Family or Two-Family Districts (A-1, A-2, R-1 and R-2)  
\$650.00 plus \$130.00 for each additional variance

For Signs, Fences, and Walls in all other districts  
\$650.00 plus \$65.00 for each additional variance

For all other sections of the zoning code in all other districts  
\$975.00 plus \$130.00 for each additional variance

**Cost Recovery:** \$5,000.00

**REVIEW PROCESS**

Development Review Committee (DRC), and City Council (CC) hearings are required. Multiple zoning applications will need to be processed and run concurrently together through the public hearing process.

**REQUIRED DOCUMENTS\*** *Additional documents may be required.*

Zoning Application  
 Cost Recovery Affidavit (signed by property owner/notarized)  
 Articles of Incorporation  
 Certified Mailing Labels, Cover Letter, & Radius Map – 500 Feet (signed/sealed)  
 Legal Description on word format  
 Lobbyist Registration filing & payment with City Clerk's Office  
 Letter of Consent (to process Application on behalf of Applicant)  
 Letter of Intent (signed/notarized)

Must address Sec. 30-42 (c) Criteria #1-8 in the Letter of Intent.

**PRIOR TO PUBLIC HEARING:**

Property Posting – 10 days prior to Public Hearing  
 Courtesy Notices – 500 feet  
 Affidavit Letter with color photos certifying property posting & completion of mailed courtesy notices. City to provide template for each upon drafting newspaper advertisement.

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

**REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS**

Boundary Survey (identifying net and gross acreages)  
 Architectural Site Plan Sheet

*\*\*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](mailto:planning@homesteadfl.gov) to schedule an appointment for a complete application package submittal.