

**PROJECT RELIEF REQUEST**

**Identify if the proposal requires relief from any of the applicable requirements noted in the Land Development Regulations. If no relief is being requested, check the first box under each section below.**

WHAT TYPE OF RELIEF IS BEING SOUGHT:

- VARIANCE                     
  WAIVER                     
  INTERNAL ADJUSTMENT                     
  IN-LIEU OF PARKING

REQUIRED FEE(S) ATTACHED IN THE AMOUNT OF: \_\_\_\_\_

Has a request for relief been previously filed with the City of Delray Beach regarding the subject property? If so, please state the nature of the relief request, the project file number, and whether the relief was granted or denied. Attach separate sheet if necessary.

**VARIANCE**

- NO VARIANCES REQUESTED OR APPLICABLE  
 HISTORIC: ATTACH JUSTIFICATION STATEMENT THAT ADDRESSES THE FINDINGS IN LDR SECTION [2.4.7\(A\)\(5\)&\(6\)](#)  
 NON-HISTORIC: REQUEST SUBMITTED FOR REVIEW BY THE BOARD OF ADJUSTMENT. APPLICATION NO.: \_\_\_\_\_

**REQUEST**

CODE SECTION	REQUIREMENT	EXISTING	PROPOSED REQUEST
FRONT YARD SETBACK			
SIDE YARD SETBACK			
SIDE YARD SETBACK			
REAR YARD SETBACK			
PARKING			
HEIGHT			
LOT AREA			
BASE FLOOD ELEVATION			
OTHER			

**WAIVER**

- NO WAIVERS REQUESTED  
 ATTACH JUSTIFICATION STATEMENT THAT ADDRESSES THE WAIVER FINDINGS IN LDR SECTION [2.4.7\(B\)](#).  
 ATTACH PLANS AND OTHER DOCUMENTS NEEDED (I.E. SURVEY, SITE PLAN, ETC.) FOR REVIEW OF REQUEST.

**REQUEST**

CODE SECTION	REQUIREMENT	EXISTING	PROPOSED REQUEST

**INTERNAL ADJUSTMENT**

- NO INTERNAL ADJUSTMENTS REQUESTED  
 ATTACH JUSTIFICATION STATEMENT THAT ADDRESSES THE FINDINGS IN LDR SECTION [2.4.7\(C\)](#).

**REQUEST**

CODE SECTION	REQUIREMENT	EXISTING	PROPOSED REQUEST

**PROJECT RELIEF REQUEST**

**IN-LIEU OF PARKING**

NO IN-LIEU OF PARKING REQUESTED OR APPLICABLE. IF GRANTED IN THE PAST, ATTACH APPROVAL LETTER(S).

**FOR SUBMITTAL OF AN IN-LIEU REQUEST, THE FOLLOWING MUST BE INCLUDED:**

- ATTACH JUSTIFICATION STATEMENT THAT ADDRESSES THE FINDINGS LISTED IN LDR SECTION [2.4.5\(O\)](#) AND DESCRIBE IN DETAIL THE SCOPE OF WORK (I.E. EXPANSION OF USE, CHANGE OF USE, NEW CONSTRUCTION, ETC.).
- ATTACH SKETCH PLAN INCLUDING CURRENT AND PROPOSED SQUARE FOOTAGE.
- ATTACH ADJACENT RIGHTS-OF-WAY AND PROPOSED PARKING TO BE CONSTRUCTED.

**REQUEST**

REQUIREMENT	EXISTING	PROPOSED REQUEST

**STATEMENT OF PUBLIC NOTICE COMPLETENESS AND ACCURACY**

**The following statement is required for all variance requests and other requests that require a public notice.**

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who being by me first duly sworn, acknowledges and confirms: (Applicant or Agent's Name)

- That the accompanying property owners list is, to the best of my knowledge, a complete and accurate list of all property owners' names, mailing addresses, and legal descriptions of all property lying within five hundred feet (500') of the subject property as recorded on the latest official County tax rolls.
- That certain documents such as, mailing list, labels, certificate of attorney or consent forms, might be required to be revised or updated if older than 6 months from the application submittal date.
- That the subject property is legally described as follows (give legal description):

\_\_\_\_\_  
 (Applicant or Agent's Name)

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Applicant or Agent's name), who has produced \_\_\_\_\_ as identification and/or is personally known to me.

\_\_\_\_\_  
 (Print Name of Notary Public)

NOTARY SEAL OR STAMP

\_\_\_\_\_  
 (Signature of Notary Public)

**Notice Information:**

The required notice information and documents must be obtained from the Palm Beach County Public Records Dept. Phone: 561-355-2881 Email: [pa-pubsvc@pbcgov.org](mailto:pa-pubsvc@pbcgov.org). South County Service Center Phone: 561-276-1250

The required mailing labels must be typed and state the property owner's name, mailing address and property control number (PCN#). (When Condominiums are included, the names and addresses of all owners must be submitted. The returned address label must be attached to each envelope and state the following information: City of Delray Beach, Development Services Department, 100 NW 1st Ave, Delray Beach, FL 33444. Postage may be in the form of stamps or metered postage; for metered postage, applicants are responsible for any additional cost and to ensure that the mailing date is turned off.