



**Kleman Plaza Design Review Board**  
**APPLICATION FOR A VARIANCE OR WAIVER**

A petition for a variance from or waiver of the Kleman Plaza Design Guidelines shall be filed with the Chairman of the Kleman Plaza Design Review Board, 3<sup>rd</sup> Floor, City Hall, Mailbox A-17, Tallahassee, FL 32301, (850) 891-8886. **Please check below to indicate whether or not you are requesting quasi-judicial proceedings on the variance. If quasi-judicial proceedings are not requested in writing at the time of application, the hearing on the variance request will be conducted on an informal basis and quasi-judicial proceedings are waived.**                    \_\_\_ Yes            \_\_\_ No

**PETITION FOR VARIANCE FROM:**

\_\_\_\_\_

**(OR)**

**WAIVER OF GUIDELINES (CITATION):**

\_\_\_\_\_

**PETITIONER:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Facsimile:** (\_\_\_\_\_)\_\_\_\_\_

**ATTORNEY OR QUALIFIED REPRESENTATIVE, IF APPLICABLE:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Telephone:** (\_\_\_\_\_)\_\_\_\_\_ **Facsimile:** (\_\_\_\_\_)\_\_\_\_\_

**Applicable guideline(s) or portion of guideline(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action requested:**

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**Specific facts that demonstrate a substantial hardship or a violation of principles of fairness that would justify a waiver or variance for the petitioner:**

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**Reason why the variance or waiver requested would serve the purposes of the underlying guidelines:**

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**Statement whether the variance or waiver is permanent or temporary. If temporary, include the dates indicating the duration of the requested variance or waiver:**

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**I certify that the above is a correct and accurate representation of the project to the best of my knowledge.**

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I authorize the above applicant to act as my agent through the application process.**

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** The applicant may withdraw the petition for variance or waiver at any time before final agency action. Upon receipt of a petition for variance or waiver, the Director of the Economic Development Department shall furnish a copy of the petition to any other agency responsible for implementing the guidelines. The Director of the Economic Development Department is the Chairman of the Kleman Plaza Design Review Board.