

**THE CITY OF EDGEWATER
PLANNING DEPARTMENT
139 East Park Avenue, Edgewater, Florida 32132
386-424-2412**

**NON-ADMINISTRATIVE VARIANCE
APPLICATION**

Office Use Only

DATE APPLICATION RECEIVED: _____ CASE NO _____
FEE \$500.00

AUTHORIZED APPLICANT NAME (Must provide notarized authorization form, attached)

MAILING ADDRESS _____

PHONE NUMBERS HOME _____ WORK _____

FAX NUMBER: _____

PROPERTY OWNER OF RECORD (if different from applicant) _____

MAILING ADDRESS _____

PHONE _____

STREET ADDRESS AND/OR LEGAL DESCRIPTION OF PROPERTY _____

SHORT PARCEL NO _____

DESCRIPTION OF VARIANCE SOUGHT _____

SECTION OF CODE FROM WHICH VARIANCE IS REQUESTED _____

PURPOSE OF VARIANCE REQUEST _____

INTENDED DEVELOPMENT OF PROPERTY IF VARIANCE IS GRANTED _____

Pursuant to Chapter 286, F.S., if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need a record of the proceedings and will need to insure that a verbatim record of the proceeding is made. The City does not prepare or provide such record.

PLEASE SUBMIT YOUR APPLICATION WITH A COMPLETED CHECKLIST AND ALL REQUIRED ATTACHMENTS. **SUBMISSIONS OF INCOMPLETE APPLICATIONS WILL DELAY PUBLIC HEARINGS.**

I have read and agree to the terms and conditions set forth in this application.

SIGNATURE OF OWNER_____

DATE_____

SIGNATURE OF APPLICANT_____

DATE_____

THE CITY OF EDGEWATER

NOTORIZED AUTHORIZATION OF OWNER

I/We _____ as the sole or joint fee simple title

(owner's name)

holder(s) of the property described as _____

(legal description or parcel number)

authorize _____ to act as my agent to

seek a _____ on the above referenced property.

(type of request)

Owner's Signature

Owner's Signature

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (date)

By _____ (name of person

acknowledging), who is personally known to me or who has produced _____

(type of ID)

as identification and who did not take an oath.

NOTARY PUBLIC - STATE OF FLORIDA

NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # _____

VARIANCE CHECKLIST

Variance submittals shall include the following:

- ___ 1. 25-year Ownership and Encumbrance Report (O&E) dated less than six (6) months **or** a Title Insurance Policy dated less than six (6) months **or** a Title Report dated less than six (6) months, from a Title Company.
- ___ 2. Current Warranty Deed
- ___ 3. Two (2) signed and sealed surveys showing all existing structures (re-plat) and all new alterations. The item requested must be drawn on a copy of the survey as to the nature of the variance. (Waterfront property in the R-1 zoning district must show the Mean High Water Line and Wetlands Vegetation Line)
- ___ 4. Notarized letter from the owner of record that applicant is authorized to represent him/her (if applicable).
- ___ 5. A site plan, as may be appropriate.
- ___ 6. Any other material deemed necessary by the staff, provided it is described in the application instructions.
- ___ 7. Names and addresses of real property ownership within a 300-foot radius of the site, which must be obtained directly from the Property Appraisers office. Provide list via e-mail to planning@cityofedgewater.org in dbf format. **Listing printed from the Property Appraisers website shall not be accepted.**
- ___ 8. Completed Response Sheet for Variance Criteria.

CITY OF EDGEWATER

AGREEMENT FOR CONSULTANT, ENGINEERING, PLANNING, ENVIRONMENTAL, LEGAL, ADVERTISING COSTS & ON-SITE INSPECTIONS

The City of Edgewater contracts for certain consultant, engineering, planning, environmental and legal services related to its review of development projects. All fees charged by any such consultant, engineering, planning, environmental, on-site inspections and/or legal service providers are required to be paid by the **owner/applicant**. In addition, the **owner/applicant** is required to pay all advertising and recording costs in connection with application submitted by the undersigned.

The undersigned agrees that it shall be liable to the City for one hundred percent (100%) of the actual costs, both direct and indirect, of coordinating and reviewing the application submitted by the undersigned, including, but not limited to, the following:

Engineering Review and Approval Fees

Planning Consultant Fees

On Site Inspection and Approval Fees

Legal Fees

Advertising Costs

Recording Costs

The owner/applicant does hereby acknowledge that on-site inspections by City staff, consultants, elected and appointed officials are permitted on said property.

The undersigned agrees to pay the above-referenced fees within thirty (30) days of receipt of an invoice for same and further agrees to pay to the City interest on the unpaid balance at the rate of one percent (1%) per month for any fees not remitted within thirty (30) days of receipt of an invoice for same. No Development Order or Certificates of Occupancy will be issued until all of the above-referenced fees are paid in full.

OWNER/APPLICANT:

_____ ,

a _____

By: _____

Printed Name: _____

Title: _____

Date: _____

Response Sheet for Variance Criteria

Please indicate how the variance request(s) meet the criteria listed below:

1. That granting of the proposed variance is not in conflict with the Comprehensive Plan;

2. That granting of the proposed variance will not result in creating or continuing a use which is not compatible with adjacent uses in the area;

3. That granting of the proposed variance is the minimum action available to permit reasonable use of the property;

4. That the physical characteristics of the subject site are unique and not present on adjacent sites; and

5. That the circumstances creating the need for the variance are not the result of actions by the applicant or actions proposed by the applicant.
