

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

**NON-ADMINISTRATIVE VARIANCE – 1 & 2 Family Residence, non-habitable structure  
APPLICATION**

Office Use Only

DATE APPLICATION RECEIVED: \_\_\_\_\_ CASE NO \_\_\_\_\_  
FEE \$150.00

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 \_\_\_\_\_

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.**

**Non-administrative variance applicants must resubmit plans in response to TRC (Technical Review Committee) comments within 30-days of the TRC meeting or comments being submitted to the applicant. Failure to meet the resubmittal deadlines shall require the applicant to file a new application including the appropriate review fees.**

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](mailto:planning@cityofedgewater.org) in dbf format. **Listing printed from the Property Appraisers website shall not be accepted.**

## PROCEDURES

- a. A non-administrative variance application shall be completed by the applicant and submitted to the Planning Department.
- b. Public notice regarding the non-administrative variance application shall be provided in accordance with current Florida Statutes.
- c. Upon receipt of the completed application, the Planning Department shall provide a staff report and recommendation to the P&ZB.
- d. In order to grant a non-administrative variance, the Planning and Zoning Board shall make the following findings of fact:
  1. The 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 areas;
  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;
  5. That the circumstances creating the need for a variance are not the result of actions by the applicant, or actions proposed by the applicant.
- e. The P&Z may prescribe appropriate conditions for any variance and may prescribe a time limit.

### Expiration

**Unless specifically stated otherwise, a variance shall expire two (2) years after final action, unless a building permit or certificate of occupancy has been issued.**

# CITY OF EDGEWATER

## AGREEMENT FOR CONSULTANT, LEGAL, ADVERTISING COSTS & ON-SITE INSPECTIONS

The City of Edgewater contracts for *engineering, environmental, planning consultant and legal services* relating to review of development projects. Engineering, environmental, planning consultant and legal fees associated with planning, zoning or development activities are required to be paid by the *owner/applicant*.

Engineering review, environmental review, planning consultant, legal and required advertising costs shall be **paid prior** to the issuance of a Development Order. Engineering fees for final approval shall be **paid prior** to the issuance of a Certificate of Occupancy.

Owner/applicant is required to immediately pay all associated fees upon receipt of each invoice. The owner/applicant does hereby acknowledge that on-site inspections by City staff, consultants, elected and appointed officials are permitted on said property.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date