



## Variance and Special Exception Procedures

Please refer to the Planning & Zoning Calendar to determine submittal deadlines.

### **Provide three (3) complete sets of the following:**

- Variance or Special Exception Permit Application completely filled out and signed by applicant.
- If applicant does not yet own the property to be developed {for commercial} the applicant will need to provide the City with a notarized document stating that the owner gives his/her permission for applicant to apply for variance.
- Clearly state the purpose for the variance(s) on the application(s) or Special Exception and attach this information to the application.
- Site Plan, signed and sealed
- Review fee (see permit application for fee required)
- Pass through fees (Ord 2013-01)

### **Upon receipt:**

- City Hall staff will date stamp the permit application and provide copies to our Engineer of record, Planner, and any other City staff deemed applicable to provide a review of application.
- City Staff will generate, through use of the Orange County Property Appraiser's {OCA) website, an address listing of properties within 500' of subject property and send out notice letters at least ten (10) days prior to P&Z Meeting.
- Staff will prepare signage in accordance with City code for applicant to post at property. Applicant will be required to provide a notarized signature that they have posted sign as mentioned in City Code.

### **Hearing Process as follows:**

- P&Z meets the 2nd Monday of the month.
- Board will be in receipt of comments from City Engineer, Planner, and any other City Staff comments prior to meeting.
- After their review and consideration, the Board will make their recommendation to City Council.
- City Council meets the 3rd Tuesday of the month. The following month they will be provided with the same information as P&Z including the recommendation of P&Z Board.

This is the normal process in consideration that there are no unforeseen circumstances (i.e. need for additional information, revision to plan, etc.).

**Applicant should attend both meetings, and be prepared to answer any questions.**

\*all hearings are done pursuant to Florida Statute 119, and Sunshine Law.



# APPLICATION FOR VARIANCE

Reference: City of Edgewood Code of Ordinances, Section 126-588

**REQUIRED FEE: \$350 RESIDENTIAL    \$750 COMMERCIAL**  
**(Plus Applicable Pass-Through Fees - Ordinance 2013-01)**

Please note this fee is non-refundable

<b>Office Use Only:</b>		Variance Application #:	
Received Date:		Received by:	
P&Z Meeting Date:		City Council Meeting Date:	

**IMPORTANT:** A COMPLETE application with all required attachments and ten (10) copies must be submitted to the City Clerk \_\_\_\_ days before the next Planning & Zoning meetings. No application shall be deemed accepted unless it is complete and paid for. Notarized letter of authorization from Owner MUST be submitted if application is filed by anyone other than property owner.

Please type or print. Complete carefully, answering each question and attaching all necessary documentation and additional pages as necessary.

Applicant's Name:		Owner's Name:	
Address:		Address:	
Phone Number:		Phone Number:	
Fax:		Fax:	
Email:		Email:	
Legal Description:			
Zoned:			
Location:			
Tract Size:			
City section of the Zoning Code from which Variance is requested:			
Request:			
Existing on Site:			

The applicant hereby states that this request for Variance does not violate any deed restrictions on the property. **Application must be signed by the legal owner, not agent, unless copy of power of attorney is attached.**



**To justify this variance, applicant must demonstrate the following (Sec. 134-404 (3)(b):**

1. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.
2. That the special conditions and circumstances do not result from the actions of the applicant
3. That approval of the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.
4. That literal interpretation of the provisions contained in this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this chapter and would work unnecessary and undue hardship on the applicant.
5. That the variance approved is the minimum variance that will make possible the reasonable use of the land, building or structure.
6. That approval of the variance will be in harmony with the general intent and purpose of this chapter and that such variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
7. That the variance sought will be consistent with the Edgewood Comprehensive Plan.

**Applicant must agree that:**

1. In granting any variance, the City may prescribe appropriate conditions and safeguards in conformity with the Ordinances, and any regulations enacted under its authority. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted shall be deemed a violation of Edgewood ordinances.

<b>AGREE:</b>		<b>DISAGREE:</b>	
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2. The variance recommended by the Planning and Zoning Board and approved by the City Council shall expire in 12 months in accordance with Chapter 134-104 (3) (e).

<b>AGREE:</b>		<b>DISAGREE:</b>	
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The applicant hereby states that the above request for Variance does not violate any deed restrictions on the property.

Applicant's Signature:		Date:	
Applicant's Printed Name:			
Owner's Signature:		Date:	
Owner's Printed Name:			

Please submit your completed application to City Hall via email at [bmeeks@edgewood-fl.gov](mailto:bmeeks@edgewood-fl.gov) or [sriffle@edgewood-fl.gov](mailto:sriffle@edgewood-fl.gov), via facsimile to 407-851-7361, or hand deliver to City Hall located at 405 Bagshaw Way. For additional questions, please contact City Hall at 407-851-2920.