

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 {OCPA} 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 they will be provided with the same information as P&Z including the recommendation of P&Z Board.

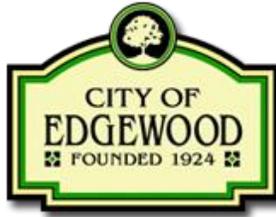
This is the normal process in consideration that there are no unforeseen circumstances (i.e. need for additional information, revision to plan, etc.).

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

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

Revised 6/24/2019

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APPLICATION FOR SPECIAL EXCEPTION

Reference: City of Edgewood Code of Ordinances, Section 134-121
REQUIRED FEE: \$750.00 + Applicable Pass-Through Fees (Ordinance 2013-01)
(Please note this fee is non-refundable)

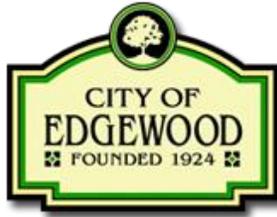
PLANNING AND ZONING MEETING DATE:	
CITY COUNCIL MEETING DATE:	

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 Special Exception is requested:			
Request:			
Existing on Site:			



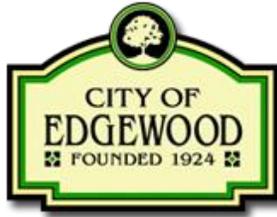
The applicant hereby states that the above request for Special Exception does not violate any deed restrictions on the property. **Application must be signed by the legal owner, not agent, unless copy of power of attorney is attached.**

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

Office Use Only:

Received Date:	
Received By:	
Forwarded To:	
Notes:	

Please submit your completed application to City Hall via email to bmeeks@edgewood-fl.gov or to 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.



SPECIAL EXCEPTION APPLICATION

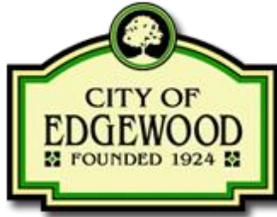
1. Provide the legal description (include street address) .
2. If you are not the owner of the subject property, provide written acknowledgement and authorization from property owner that they do not object to the use requested in the Special Exception Application, and give their authorization for the use if approved.
3. SURROUNDING ZONING DESIGNATIONS:

DIRECTION	ZONING
NORTH	
SOUTH	
EAST	
WEST	

4. Describe the proposed use you; including conditions on the use, hours of operation, required parking and loading spaces, and number of employees. If proposed use is a training/vocational school, provide the number of anticipated students/clients.

5. If applicable, please provide:

- Dimensions of the property (see attached example)
- Existing and proposed location of structure(s) on the property
- Vehicular access ways, driveways, circulation areas (include widths)
- Off-street parking and loading areas
- Refuse and service areas
- Required setbacks; landscape or buffer areas; and other open spaces



SPECIAL EXCEPTION APPLICATION

- Existing and proposed adjacent rights-of-way, showing widths and centerlines
- Distances between buildings
- Interior and terminal landscape islands
- All existing and proposed sidewalks.
- Landscape plan.