



ECD Waiver Application Procedures

All Waiver Applications must be submitted to City Hall at least 30 days prior to the next Planning and Zoning meeting. Please refer to the Planning & Zoning Calendar to determine submittal deadlines.

Submittal Process:

- Waiver Application completely filled out and signed by applicant.
- Payment of a \$750 application fee and initial pass through fee deposit of \$1000 (Ord 2013-01). Please note that depending on the review process, additional pass through fees may be required and is the responsibility of the applicant.
 - Payment by check can be made out to City of Edgewood
 - Payment by credit card will include a \$5 service fee. An invoice will be emailed to the applicant.
- A signed and notarized Agent Authorization form if the applicant IS NOT the subject property owner.
- Provide a Letter of Explanation which must outline the specifics of the proposed Waiver request and include the justification for the subject request.
- Each application for a Waiver shall be accompanied by a site plan. Details of the site plan depend on what section of code you are requesting the Waiver for. Please work with City Staff to confirm.
- Please submit all documents electronically via email to City Hall at info@edgewood-fl.gov

Receipt & Review Process:

- Once payment is made and electronic files are submitted, they will provide to the appropriate City Staff members for review. City Staff may include the Engineer, Planner, Landscape Architect, and Attorney.
- During the Waiver review, City Staff may request the following information if applicable:
 - Detailed site plan, landscape plan, existing and/or proposed structures, septic systems, drain fields, easements, buffers, signage, fire lanes, driveways, etc.
- City Staff will complete their reviews and provide reports/reviews for the public hearings.
- Staff will prepare a public notice ad for the Orlando Sentinel legal section. The ad will consist of the waiver(s) request, along with the dates of the proposed public hearings. The cost of this ad will be added to the pass-through fees and the responsibility of the applicant to pay.
- Staff will prepare signage in accordance with City code for the applicant to post at the subject property. The applicant must complete a notarized sign affidavit form and provide City Hall photos of the sign showing it is placed on the property on a location viewable from the nearest street.



Hearing Process:

- The Waiver application will be placed on the appropriate Planning & Zoning agenda.
- P&Z meetings take place on the 2nd Monday of every month at 6:30PM at City Hall.
- Board Members will be in receipt of comments from City Staff, along with any public comments submitted prior to the meeting.
- After their review and consideration, the Board will make their recommendation to City Council.
- The Waiver application will be placed on the following months City Council agenda.
- 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.
- After City Councils review and consideration, they will proceed with a roll call vote on whether to approve or deny the Waiver.

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

The applicant/representative should attend both meetings, and be prepared to answer any questions from Board Members, Council Members, or the public.

Post Hearing Process:

- The Applicant will be provided a letter stating the final decision from City Council, including the roll call vote, and any conditions off approval (if Waiver is approved).
- If approval was received, City Staff will stamp off on the Waiver Application, and any applicable plans with a zoning approval stamp.
- City Staff will then provide all the documents to the applicant, and explain the next steps in the permitting process, including submission to Orange County.
- Any Waiver Approval will stay connected with the property address and will not be transferred with the owner should they move.



APPLICATION FOR ECD WAIVER

Reference: Code Sections 134-103 through 134-109

REQUIRED FEES: \$750.00 Application Fee + \$1000 Pass-Through Fees Initial Deposit (Ordinance 2013-01)

Please note the application fee is non-refundable. Additional pass-through fees may be required throughout the project. If any pass-through balance remains at project completion, it will be reimbursed.

IMPORTANT: A COMPLETE application with all required attachments must be submitted to City Staff 30 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. You can submit all documents electronically to info@edgewood-fl.gov.

Specific to the ECD zoning district, a waiver from the minimum ECD standards can be requested when Council makes a finding that strict application of the ECD standards would create an illogical, impossible, impractical or unreasonable result on a proposed development. This waiver procedure is not available for purposes of permitting a use that is otherwise prohibited in the ECD district.

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

Applicant Name: _____ Owner Name: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Property Address: _____

Legal Description: _____

Property Zoning: _____ Existing on site: _____

Surrounding Zoning Designations:

North: _____ South: _____ East: _____ West: _____

Section of Code Waiver is being requested: _____

Waiver Request: _____



PROVIDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION:

- 1) A signed and notarized Agent Authorization form if the applicant IS NOT the subject property owner.
- 2) Provide a Letter of Explanation which must outline the specifics of the proposed Waiver request and include the justification for the subject request.
- 3) Each application for a Waiver shall be accompanied by a site plan. Details of the site plan depend on what section of code you are requesting the Waiver for. Please work with City Staff to confirm.
- 4) During the Waiver review, City Staff may request the following information if applicable:
 - Detailed site plan, landscape plan, existing and/or proposed structures, septic systems, drain fields, easements, buffers, signage, fire lanes, driveways, etc.

The applicant hereby states that the above request for an ECD Waiver 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 Name: _____

Applicant Signature: _____ Date: _____

Owner Name: _____

Owner Signature: _____ Date: _____

Office Use Only:

Received by: _____ Date Received: _____

Forwarded to: _____ Date Forwarded: _____

P&Z Meeting Date: _____ City Council Meeting Date: _____

Notes: _____

