



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.



APPLICATION FOR VARIANCE – BOAT DOCKS

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

Office Use Only:		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.**



The planning and zoning board shall hear and make a recommendation to the city council on any application for variance. To recommend to the city council such variance, the following factors shall be considered:

- a. Average length of other docks in the surrounding 300-foot area;
- b. The reasonable use of the property by the owner;
- c. The effects the dock will have on navigation and safety of boaters;
- d. The overall general welfare of the neighborhood;
- e. Whether special conditions exist such that strict compliance with the provisions of this article would impose a unique and unnecessary hardship on the applicant;
- f. The effect of the proposed variance on abutting shoreline property owners;
- g. Whether the granting of the variance would be contrary to the intent and purpose and this article; and
- h. A variance may be granted if it is necessary to reach a water depth suitable for boating, but in no event shall a dock be extended in length beyond where the water depth will exceed five feet as measured from the normal high water elevation.

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.

AGREE:		DISAGREE:	
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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).

AGREE:		DISAGREE:	
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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 or 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.