

**CITY OF EDGEWATER  
PLANNING & ZONING**

104 North Riverside Drive  
Edgewater, Florida 32132

planning@cityofedgewater.org

Phone: (386) 424-2400 X 1502

FAX: (386) 424-2439



**ADMINISTRATIVE VARIANCE  
APPLICATION**

**Office Use Only**

DATE APPLICATION RECEIVED: \_\_\_\_\_

CASE NO. \_\_\_\_\_

FEE: \$100

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OWNERS NAME (if different from applicant): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

STREET ADDRESS OR LOCATION OF PROPERTY: \_\_\_\_\_

SHORT PARCEL NO(s). \_\_\_\_\_

DESCRIPTION OF VARIANCE SOUGHT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SECTION OF CODE FROM WHICH VARIANCE IS REQUESTED: \_\_\_\_\_

\_\_\_\_\_

PURPOSE OF VARIANCE REQUEST: \_\_\_\_\_

\_\_\_\_\_

**PLEASE SUBMIT YOUR APPLICATION WITH ALL REQUIRED ATTACHMENTS.  
SUBMISSIONS OF INCOMPLETE APPLICATIONS WILL DELAY PUBLIC  
HEARINGS.**

I have read and agree to the terms and conditions set forth in this application.

SIGNATURE OF OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**Required Documents**

(May be submitted via hard copy or PDF)

1. Current Warranty Deed
2. Signed and sealed survey of subject property, showing all improvements.
3. A site plan, as may be appropriate.
4. Any other material deemed necessary by the staff, provided it is described in the application instructions.

**THE CITY OF EDGEWATER**  
**NOTARIZED AUTHORIZATION OF OWNER**

I/we \_\_\_\_\_  
(owner's name)

as the sole or joint fee simple title holder(s) of the property described as: \_\_\_\_\_

\_\_\_\_\_  
(address or parcel number)

authorize \_\_\_\_\_ to act as my agent to

seek a \_\_\_\_\_  
(type of request)

on the above referenced property.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me on 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

STAMP/SEAL

# CITY OF EDGEWATER

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

The City of Edgewater contracts for certain consultant, engineering, planning, environmental and legal services related to its review of development projects. All fees charged by any such consultant, engineering, planning, environmental, on-site inspections and/or legal service providers are required to be paid by the **owner/applicant**. In addition, the **owner/applicant** is required to pay all advertising and recording costs in connection with application submitted by the undersigned.

The undersigned agrees that it shall be liable to the City for one hundred percent (100%) of the actual costs, both direct and indirect, of coordinating and reviewing the application submitted by the undersigned, including, but not limited to, the following:

*Engineering Review and Approval Fees*

*Planning Consultant Fees*

*On Site Inspection and Approval Fees*

*Legal Fees*

*Advertising Costs*

*Recording Costs*

The owner/applicant does hereby acknowledge that on-site inspections by City staff, consultants, elected and appointed officials are permitted on said property.

The undersigned agrees to pay the above-referenced fees within thirty (30) days of receipt of an invoice for same and further agrees to pay to the City interest on the unpaid balance at the rate of one percent (1%) per month for any fees not remitted within thirty (30) days of receipt of an invoice for same. No site inspections, Development Order or Certificates of Occupancy will be issued until all of the above-referenced fees are paid in full.

### **OWNER/APPLICANT:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_