CITY OF ALTAMONTE SPRINGS

VARIANCE / WAIVER APPLICATION

DATE:		
TYPE OF REQUEST (See Definitions):	___ Development Wavier	___ Zoning Variance

PROJECT INFORMATION	
Project Name:	
Project Address or Location:	

WAIVER OR VARIANCE REQUEST INFORMATION		
Explain the Type of Waiver or Variance Requested:		
Land Development Code Section:		
Percentage of Deviation Requested: Most variances and some waivers >15% require a public hearing by Planning Board [Insert percentage from Percentage Worksheet]		%
Submitted with Preliminary Plan? [May be considered on same Planning Board agenda as Preliminary Plan if submitted with Preliminary Plan]	___ Yes	___ No

VARIANCE/WAIVER AUTHORIZED AGENT (i.e., project engineer for site plans; may be landscape architect for landscape plan revisions, etc.)	
Firm:	
Address:	
City:	
State:	**ZIP:**
Contact Person:	

A separate application must be filed for each variance or waiver request.

PERCENTAGE WORKSHEET

1) CODE REQUIRMENT:
   Width (ft.), Area (Sq. Ft.), or Count (#): _____ (A)

2) PROPOSED:
   Width (ft.), Area (Sq. Ft.), or Count (#): _____ (B)

3) REDUCTION AMOUNT: Requested Reduction Amount: _____ (C).
   Percentage Reduction: _____ % (D)

EXAMPLE: Parking Waiver (Count)

1) 1 space per 200 sq. ft. = Total sq. ft. / 200 sq. ft. = X spaces (A)
2) Number of spaces proposed = (B)
3) (A) – (B) = requested reduction amount (C)
4) C/A * 100 = % of waiver request (D)

EXAMPLE: Buffer Width (Ft.)

1) Buffer width required (per table in Article VIII) = X (A)
2) Buffer width proposed = (B)
3) (A) – (B) = requested reduction amount (C)
4) C/A * 100 = % of waiver request (D)

Note: Some requests that are not based upon dimensions, such as for Heritage Tree removal waivers, do not lend themselves to a percentage reduction calculation. In such cases, write "N/A" in this box.

ACCOMPANYING MATERIALS – Incomplete applications will not be accepted.

___ Variance Questionnaire (for Variance requests only).
___ Waiver Questionnaire (for Waiver requests only).
___ List and map of property owners within 300' – from Seminole County Property Appraiser's Office (Only required for public hearing requests. Submit at time of application submittal).
___ Application Fee.

FEES

Variance or Waiver Application to the Planning Board (typically greater than 15%):

___ $500.00 for first request greater than 15%.
___ $100.00 for each additional request submitted with the first plan submittal to the City.
___ $200.00 for each request submitted after the first plan application submittal.

Administrative variance or waiver application to the DRC (typically less than or equal to 15%):

___ $100.00 for each request less than or equal to 15% that is disclosed/requested with the first submittal of the Plan or Plat.
___ $200.00 for each request submitted after the first plan application submittal.