

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.