



City of Longwood

Administrative Waiver or Variance Application

Applicants may arrange a pre-application conference with the Community Development Division to discuss the prospective development prior to starting the review process. A tentative schedule for completion of the process will be discussed and any additional requirements identified.

- ☐ Non-Residential Variance \$500 + \$288 advertising fee
- ☐ Residential Variance \$200 + \$288 advertising fee
- ☐ Administrative Waiver (\$100-within 20% of dimensional standards such as setbacks and impervious surface – LDC 9.2.4)
- ☐ Administrative Waiver Appeal (\$200.00)

All fees are due at the time of application.

Parcel ID _____

Date Submitted _____

Owner

Name _____

Address _____

Phone _____ E-Mail _____

Signature: _____ Date: _____

Applicant (If Different from Owner)

Name _____

Address _____

Phone _____ E-Mail _____

Signature: _____ Date: _____

Future Land Use _____

Planning District _____

Current Use _____

Proposed Use _____

Proposed Variance: _____

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, or authorized agent, of the subject property that this petition applies to.

Owner/Auth. Agent Name: _____

Signature _____ Date _____

VAR _____

AW _____

(Department Use Only)

☐ **Hardship Letter** (For Variance Only)

A letter from the property owner that identifies the exact request that is being made (i.e. a variance to reduce the rear yard setback from 15 feet to 10 feet for the construction of a shed). The letter must also list and respond to each of the five required hardship findings in section 9.2.2 B. Please see page 2 of this application for more details.

☐ **Project Description** (For Administrative Waiver Only)

Written explanation identifying applicable code requirements, justification for the waiver, and the amount of waiver requested.

☐ **Authorized Agent Letter** (For Variance or Administrative Waiver)

If the applicant is not the owner, a letter should be provided from the owner allowing the applicant to file the application on their behalf.

☐ **Property Owner Notice** (For Variance or Administrative Waiver)

Proof that notice has been given to property owners within 300 feet of any boundary of the subject parcel as shown on the Seminole County Property records is required. This requirement may be satisfied by signed letters from each property owner or by a certified mail receipt. Attached with this packet is a sample letter.

☐ **Survey/Site Plan** (For Variance or Administrative Waiver)

A current survey accurately portraying the proposed property and variance.

☐ **HOA Letter** (For Variance or Administrative Waiver if applicable)

For residential variances with a Homeowner's Association, provide a letter from the HOA in support of the variance.

I understand and agree to the cost recovery requirements in Chapter 59 of Longwood City Code and as described on page 2 of this application.

Initials _____

COST RECOVERY FEES:

By signing this application, the applicant understands and agrees that, pursuant to Longwood City Code Chapter 59, all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the City.

To cover these costs, many applications require a review deposit. However, the applicant is responsible for the full amount of any direct cost, even when the deposit amount is exceeded.

Where applications require after-the-fact invoicing, the City will review the application and invoice the applicant monthly, unless a letter from the applicant is received by the City indicating that the application is being discontinued. Full payment of all fees is a requirement for City's final approval of the Application.

Following the approval of a permit and the payment of all required fees, or following a written letter from the applicant indicating a discontinuance of the permit application, any remaining balance will be refunded to the applicant, typically within 60 days."

APPLICANT INITIALS _____

Hardship Letter

Longwood Development Code 9.2.2 (B) states that the "board of adjustment shall not vary the requirements of any provision of this development code unless it makes a positive finding, based on substantial competent evidence, on each of the following conditions." Your hardship letter must state how your variance request meets these five findings of hardship. The five conditions are as follows:

1. There are practical or economic difficulties in carrying out the strict letter of the regulation.
2. The variance request is not based exclusively upon a desire to reduce the cost of developing the site.
3. The proposed variance will not substantially increase congestion on surrounding public streets, the danger of fire, or other hazard to the public.
4. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.
5. The effect of the proposed variance is in harmony with the general intent of this development code and the specific intent of the relevant subject area(s) of the development code."