



VARIANCE APPLICATION

Development Services – Planning Division
150 N. Lakeshore Drive | Ocoee, FL 34761
Phone: 407.905.3157 | Fax: 407.905.3158

Received Date – Office Use Only

Application Fee for Variance:

Single Family Residence \$250.00
All Others \$500.00

- A deposit is not required for variance applications.

A separate application fee is collected for each action sought and for non-contiguous parcels or for parcels held under separate ownership.

A variance shall not be granted by the city unless and until a written Variance Application is submitted with the Variance Fee Sheet demonstrating:

1. That special conditions and circumstances exist which are peculiar to the land, structures, or required subdivision improvements involved and which are not applicable to other lands, structures, or required subdivision improvements;
2. That a literal interpretation of the provisions of these regulations would deprive the applicant of rights commonly enjoyed by other properties with similar conditions;
3. That the special conditions and circumstances do not result from the actions of the applicant;
4. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by these regulations to other lands, structures, or required subdivision improvements under similar conditions. No pre-existing conditions of neighboring lands which are contrary to these regulations shall be considered grounds for the issuance of a variance.



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PROJECT NUMBER: _____ DATE RECEIVED: _____

PROJECT NAME: _____

PROJECT DESCRIPTION: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

OWNER OF RECORD: _____

OWNER'S ADDRESS: _____

PHONE NUMBER: _____

PROPERTY LOCATION: _____

A. PROPERTY TAX ID. NO(S):

- LEGAL DESCRIPTION: ALL APPLICATIONS FOR SUBDIVISION OR SITE PLAN REVIEW MUST PROVIDE THREE (3) EXECUTED, CERTIFIED AND SEALED BOUNDARY SURVEYS FOR THE SUBJECT PARCEL, WHICH SHALL INCLUDE A METES-AND-BOUNDS LEGAL DESCRIPTION. ATTACH SURVEY WITH FULL LEGAL DESCRIPTION AS EXHIBIT.

- PROPOSED USE OF THE SUBJECT PARCEL IF THE PRESENT APPLICATION(S) IS/ARE GRANTED? _____

- NUMBER OF EXISTING BUILDINGS AND EXISTING LAND USE OF THE SUBJECT PARCEL:

- BRIEFLY ADDRESS THE FOLLOWING:

B. THE NEED AND JUSTIFICATION FOR THE REQUESTED ACTION: _____

- HOW WILL THE FOLLOWING ESSENTIAL SERVICES BE PROVIDED?

A. POTABLE WATER: _____

B. WASTEWATER TREATMENT: _____

C. STORMWATER MANAGEMENT: _____

D. RECREATION: _____

E. SCHOOLS AND PROJECTED NUMBER OF SCHOOL AGE CHILDREN: _____

F. MAIN HIGHWAY ACCESS (A traffic study may be required): _____

G. FIRE PROTECTION (NOTE: Fire flow data will be required before final platting):

APPLICANT SIGNATURE

DATE

**CITY OF OCOEE
OWNER'S AFFIDAVIT**

STATE OF _____

COUNTY OF _____

Affiant, _____, who being first duly sworn on oath, depose(s) and say(s):

1. Affiant is the *(check one)* fee-simple owner of the property legally described in this application.

 (insert title) _____ of *(insert name of company)*
_____ which entity is the fee-simple owner of the property
legally described in this application.
2. A true and correct legal description for the property is attached to and made a part of this affidavit.
3. The attached ownership list contains the names and mailing address of all owners having an interest in the property described in this application.
4. The owner desires _____

(specify action sought) for said property.
5. The owner has appointed (specify agent) _____
to act as the Owner's Authorized Agent to represent the Owner in connection with the proposed action and the real property described in this application.
6. The owner agrees to be bound by the actions of the Owner's Authorized Agent designated above.
7. Affiant affirms and certifies that Affiant, the owner's authorized agent and the will comply with all ordinances, regulations and provisions of the City Code of the City of Ocoee, and that all statements and diagrams submitted herewith are true and accurate to the best of their/his/her knowledge and belief and further, that this application and attachments shall become part of the official records of the City of Ocoee, and are not returnable.
8. That the accompanying adjacent property owners list is, to the best of their/her/his knowledge, a complete and accurate list of the owner's names and mailing addresses for all property lying within three hundred (300) feet of the perimeter of the subject parcel, as recorded on the latest official Orange County Tax Rolls.
9. That prior to the public hearing, if applicable, signs will be prominently posted on the subject parcel not less than seven (12) days before the application will be considered by the Planning and Zoning Board or the Board of Adjustment, and will remain posted until final determination, after which time the notices are to be removed and destroyed.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, __ 20__.

NOTARY PUBLIC

[Print, type, or stamp commissioned name of
notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification: _____.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, __ 20__.

NOTARY PUBLIC

[Print, type, or stamp commissioned name of
notary or clerk to the left of signature]

Affiant is personally known; or produced the following identification: _____.

Affiant's Signature

Sworn to or affirmed and signed by means of physical presence or online notarization on _____, __ 20__.

NOTARY PUBLIC

[Print, type, or stamp commissioned name of
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Affiant's Signature

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NOTARY PUBLIC

[Print, type, or stamp commissioned name of
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Affiant is personally known; or produced the following identification: _____.

OWNERSHIP LIST

PARCEL ONE:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

PARCEL TWO:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

PARCEL THREE:

OWNER'S NAME: _____

OWNERSHIP INTEREST: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION:

*** NOTE: ATTACH ADDITIONAL SHEETS IF MORE THAN THREE PARCELS.**