



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: _____

VAR _____

AW _____

(Department Use Only)

Request Description Letter

A letter from the property owner that identifies the exact request that is being made (i.e. a variance or exception 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 the required findings of either variances or administrative waivers. Please see Page 2 of this application for more details.

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.

Survey/Site Plan (For Variance or Administrative Waiver)

A current survey or site plan 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 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 _____

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.

For projects in the Historic District, the department may seek the input of a licensed architect with specialization in historic structures to evaluate submittals, the cost of which would be the responsibility of the applicant.

To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant once project review has been completed or the application has been formally withdrawn and after all outstanding invoices are paid. The review retainer is not to be used to pay invoices during the course of review, those will be sent separately to the applicant.

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 requesting the application be withdrawn and voided, any remaining balance will be refunded to the applicant, typically within 60 days.

APPLICANT INITIALS _____

Request Letter For Administrative Waivers

The community development services director may waive up to 20% of any numeric design standard. The Director may also waive the corner lot requirements in LDC 3.2.1 (E). Waivers to the impervious surface ratio up to 20 percent may be granted, however in this instance a professional engineer will need to provide documentation along with a signed and sealed determination that the waiver will not create a significant negative impact on drainage. The Community Development Services Director shall consider the following criteria to determine whether a waiver request shall be approved. Your letter should indicate which of the below criteria is most applicable to your request:

1. The situation giving rise to the need for waiver is preexisting and was created by the original plat or by the street location; the existence of the situation creates practical difficulties for development.
2. There are existing trees or other natural areas that will be damaged or destroyed in order to meet the site design criteria.
3. There are preexisting, unique physical characteristics of the development site that create practical difficulties for development.
4. The waiver will better enable the site to accommodate multimodal facilities.
5. The waiver will allow for a more energy-efficient project design.
6. The waiver allows the development to better incorporate existing buildings, trees, topographic features, or other existing elements.
7. The waiver allows for the provision of urban open space, seating, fountains, accent landscaping, or other similar urban pedestrian amenities.

Request Letter For Variances

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."