



ADMINISTRATIVE VARIANCE APPLICATION

DATE RECEIVED:	FILE #
Application Fee: \$200.00	AD DATE:
	CLEAR DATE:
Application and all pertinent required data (listed below) MUST be submitted with this application	
<input type="checkbox"/> ORIGINAL application with Signed & Notarized Administrative Variance Application and/or Affidavit Authorization for Agent (if applicable) <input type="checkbox"/> A copy of the deed or other evidence of ownership <input type="checkbox"/> Additional Documents (plans, pictures, letters, etc)	<input type="checkbox"/> Survey of the property (Signed & Sealed) • Date of Survey? _____ (not more than 12 months prior to application) • Survey MUST show ALL Easements, Dedications & Improvements
<i>In addition to the original application ANY documents greater than 11x17 MUST ALSO be submitted on a CD/DVD</i>	
<p>In order that this application be processed in a timely fashion, the correct and complete information is necessary. It is suggested that the applicant bring the application to the Zoning & Code Compliance Division, 126 Harvey St., Punta Gorda, Florida 33950, where it can be reviewed by the staff prior to filing. The Zoning & Code Compliance Division accepts no responsibility for the completeness or accuracy of the application. Errors in the filed application may result in delays with respect to required public hearings. All data and exhibits submitted in connection with the filing of this application become a permanent part of the public record.</p>	

1. Applicant					
Name					
Address		City		State	Zip
Phone		Email			
2. Owner(s) of Record					
Name					
Address		City		State	Zip
Phone		Email			
3. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)					
Name					
Address		City		State	Zip
Phone		Email			
4. Property Address					
Address:					
Parcel ID /Account #	Lot #	Block#	Section	Total Sq. Feet	Total Acres

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this day of _____, 20 _____, by _____, who is personally known to me or who has produced _____ as identification.

(Signature of Notary)

(Seal)