CITY OF PUNTA GORDA



URBAN DESIGN 326 WEST MARION AVENUE PUNTA GORDA, FL 33950 (941) 575-3352 FAX: (941) 575-3310

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ADMINISTRATIVE VARIANCE APPLICATION

DATE REC	EIVED:		FILE #	#						
Application Fee: \$200.00			AD D	ATE:		CLEAR DATE:				
Application and all pertinent required data (listed below) MUST be submitted with this application										
☐ ORIGINAL application with Signed & Notar				ed	☐ Survey of	☐ Survey of the property (Signed & Sealed)				
Administrative Variance Application and/or Affidavi						Date of Survey? (not more)				
	ation for Agent		than 12 months prior to application)							
A copy of the deed or other evidence of owner				•		Survey MUST show ALL Easements,				
Additional Documents (plans, pictures, letters, etc)						Dedications & Improvements				
In addition to the original application ANY documents greater than 11x17 MUST ALSO be submitted on a CD/DVD										
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.										
1. Applicant										
Name										
Address				City		State		Zip		
Phone				Email						
2. Owne	r(s) of Record									
Name										
Address				City		State		Zip		
Phone				Email						
3. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)										
Name				C:tu		Ctoto		7:0		
Address				City		State		Zip		
Phone Email Email										
4. Property Address										
Address:								T		
Parcel ID /Account #		Lot #	Block#		Section	Total Sq. Feet		Total Acres		

5. Legal Description of Property (Attach separate sheet if necessary)					
6. Reason Variance is being requested	d (be specific)				
7. Specific relief of what code					
8. Has a notice of Violation been giver	n? Yes (explain below)	No			
I, the undersigned, being first duly sworn, testify a representative of the owner(s) of all of the propert					
answers to the questions in this application, and a of the application are honest and true to the best of	all sketches, data and other supplementary	material attached to and made a part			
accurate before the hearing can be advertised, ar By submitting this application the owner(s) of the	nd that I am authorized to sign the application	on by the owner or owners.			
his/her designee, to enter upon the subject proper inspections deemed necessary to evaluate the su	rty for the purposes of making any examina				
	AFFIDAVIT				
Signature of Owner or Authorized Agent	Print Name	Date			
State of Florida					
County of Charlotte					
The foregoing instrument was acknowled	•	·			
notarization this day of					
who is personally known to me or who ha	as produced as identifica	ation.			
(Signature of Notary)	operty Owner to complete ONLY	(Seal)			
AGENT AFFIDAVII (Pr	operty Owner to complete ONLY	іт арріісаріе)			
I/We	, property owner(s), hereb	y authorize			
to	act as Agent on our behalf regarding	ng an ADMINISTRATIVE			
VARIANCE APPLICATION on the prope	erty commonly known as	in Punta			
Gorda, Florida.					
Signature of Property Owner	Print Name of Property O	wner Date			

STATE OF)	
COUNTY OF)	
The foregoing instrument was acknowledged before me by means of [] physical present	ce or [] online
notarization this day of, 20, by	, who
is personally known to me or who has produced as identification.	
(Signature of Notary) (Seal)	