



## FLOOD PLAIN MANAGEMENT VARIANCE APPLICATION

<b>DATE RECEIVED:</b>	<b>FILE #</b>				
<b>Application Fee: \$750.00</b>					
<b>Application and all pertinent required data (listed below) MUST be submitted with this application</b>					
<input type="checkbox"/> ORIGINAL application with Signed & Notarized Flood Plain Management Variance Application and/or Affidavit Authorization for Agent (if applicable)	<input type="checkbox"/> Signed and sealed boundary survey, completed no more than 12 months prior to the application that accurately shows the current condition of the property to include all existing streets, watercourses, natural feature, vegetation and topography and exact location of all buildings and structures.				
<input type="checkbox"/> Date applicant met with the Building Official and Urban Design staff prior to the submission of a FEMA Variance Application _____	<input type="checkbox"/> Survey MUST show ALL Easements, Dedications & Improvements				
<input type="checkbox"/> Plot Plan: If building exists, should show all existing structure(s), uses of each, dimensions, spacing between, and setbacks from property Lines	<input type="checkbox"/> Survey must have a metes and bounds description of the property showing water and sewer main locations and fire hydrant locations				
<input type="checkbox"/> A copy of the deed or other evidence of ownership	<input type="checkbox"/> Date of Survey: _____ <input type="checkbox"/> Total Acreage of Property _____ <input type="checkbox"/> Square Footage _____				
<input type="checkbox"/> Certificate of Appropriateness application and application fee if property is located within the National Register Historic Overlay District, listed on the National Register, or property listed on the Florida Master Site File by the State of Florida Department of State, Bureau of Historic Preservation of the Division of Historical Resources Florida Master Site File No. _____ Contributing Structure <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b><u>In addition to the original application ANY documents greater than 11x17 MUST ALSO be submitted on a CD/DVD</u></b>					
Application and all pertinent required data such as plans, pictures, letters and supplemental information must be completed and returned to the Urban Design Division before this application will be advertised for hearing. Applicant and/or his agent must be present at the hearings.					
PREFACE - This request for a variance is to lessen the requirements of restrictions of the City of Punta Gorda Flood Plain Management Regulations which were adopted pursuant to the Federal Flood Protection Act of 1973. While it may be more expensive or more difficult to build and construct structures and facilities in compliance with the flood plain management regulations, one must remember that the location in question is located in an identified flood prone area and subject to a degree of damage. That damage may not be limited solely to the property for which the variance is being sought, but could also have an effect on adjoining properties.					
<b>1. Applicant</b>					
Name					
Address	City	State	Zip		
Phone	Email address				

<b>2. Owner(s) of Record</b>							
Name							
Address		City		State		Zip	
Phone				Email address			
<b>3. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)</b>							
Name							
Address		City		State		Zip	
Phone				Email address			
<b>4. Property Address</b>							
Address		City		State		Zip	
Parcel ID /Account #	Lot #	Block#	Section	Total Sq. Feet	Total Acres		
<b>5. Legal Description of Property (Attach separate sheet if necessary)</b>							
<b>6. What is the existing Zoning Classification of the Property?</b>							
<b>7. Is property located in the City’s National Register Historic Residential District?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>8. If Yes, is it a contributing structure to the District?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>9. Is the property in one of the City’s Local Historic Districts?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>10. Is the property over 50 years old?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>11. Type of Variance Requested</b>		<input type="checkbox"/> New Construction on Vacant Property <input type="checkbox"/> New Construction on Property with Existing Building <input type="checkbox"/> Additions to existing building (substantial improvement)					
<b>With assistance from City Staff, would you be willing to prepare the paperwork to get your building listed on the National Register of Historic Places if the property is eligible?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>12. Request is for a variance for the elevation of a _____ structure to be _____ feet, instead of _____ feet, which is the base flood elevation of the property.</b>							
<b>13. Explanation and Justification for granting a FEMA Variance:</b>							
<b>14. The following questions must be answered before the City Council may act upon this request.</b> (Please use additional pages to answer the questions, if necessary.)							
<b>A. Is there a danger that materials may be swept onto other lands to the injury of others?</b>							

<b>B. Is there a danger to life and property due to flooding or erosion damage?</b>
<b>C. Is there a susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner?</b>
<b>D. Of what importance are the services provided by the proposed facility to the community? (Where applicable)</b>
<b>E. What is the necessity of the facility to have a waterfront location? (Where applicable)</b>
<b>F. List the availability of alternative locations, not subject to flooding or erosion damage, for the proposed use:</b>
<b>G. What is the compatibility of the proposed use with existing and anticipated development?</b>
<b>H. What is the relationship of the proposed use to the comprehensive plan and flood plain management program for that area?</b>
<b>I. Is there a safety access to the property in times of flood for ordinary and emergency vehicles?</b>
<b>J. What are the expected heights, velocity, duration, rate or rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site?</b>
<b>K. What are the costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges?</b>

Pursuant to City of Punta Gorda Code of Ordinances, Paragraph 26-14.8., you, as owner of the property under consideration, are hereby advised that:

- The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance commensurate with the increased risk resulting from the reduced lowest floor elevations.
- b. Such construction below the base flood level increases risks to life and property.

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Building Official and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property relative to this application.

**NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT**

\_\_\_\_\_  
 Signature of Owner or Authorized Agent  
 State of Florida  
 County of Charlotte

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

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)

**AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)**

I/We \_\_\_\_\_, property owner(s), hereby authorize \_\_\_\_\_ to act as **Agent** on our behalf regarding a FLOOD PLAIN MANAGEMENT VARIANCE on the property commonly known as \_\_\_\_\_ in Punta Gorda, Florida.

\_\_\_\_\_  
 Signature of Property Owner

\_\_\_\_\_  
 Print Name of Property Owner

\_\_\_\_\_  
 Date

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)