

VARIANCE
APPLICATION CHECKLIST

Applicants are required to schedule a pre-application meeting with the Community Development Staff prior to submitting an application for review and approval. Below is a list of the minimum requirements for acceptance of this type of application. All correspondence must be submitted in typewritten form and must be submitted together as one package. Any missing information will result in an incomplete application, resulting in the application being rejected for processing and review until such time as the items are provided. Please note, the Community Development Department reserves the right to request additional information as necessary to process your request.

Required information:

Variance:

- Complete application form (no items may be left blank);
- A letter outlining the request and explaining the hardship;
- A copy of the deed for the subject property (verifying ownership);
- Legal description;
- Signed and sealed survey of the property (no larger than 11"x17");
- Photos (optional);
- Applicable Application Fee; and
- One (1) complete electronic copy on CD of all submittal items (see specific requirements in separate attached document titled "City of Port Orange Standard Requirements for Electronic Submittals").

Subdivision Variance:

- Complete application form (no items may be left blank);
- A letter outlining the request and explaining the hardship;
- A copy of the deed for the subject property (verifying ownership);
- Legal description;
- Signed and sealed survey of the property (no larger than 11"x17");
- Photos (optional);
- Applicable Application Fee; and
- One (1) complete electronic copy on CD of all submittal items (see specific requirements in separate attached document titled "City of Port Orange Standard Requirements for Electronic Submittals").

Administrative Variance:

- Complete application form (no items may be left blank);
- A letter outlining the request and explaining the hardship;
- A copy of the deed for the subject property (verifying ownership);
- Legal description;
- Signed and sealed survey of the property (no larger than 11"x17");
- Photos (optional);
- Applicable Application Fee; and
- One (1) complete electronic copy on CD of all submittal items (see specific requirements in separate attached document titled "City of Port Orange Standard Requirements for Electronic Submittals").

Processing and review fees do not cover the cost of any legal advertising. Please note advertising fees will be billed separately through the City Clerk's office. If you have any questions regarding advertising fees, please contact the Deputy City Clerk at (386) 506-5566.