



Administrative Variance or Waiver Application

Community Services Department
Planning and Zoning Division
65 Stone Street
Cocoa, Florida 32922

Phone: (321) 433-8535
Fax: (321) 433-8543
Web: <http://www.cocoafl.org>

For Office Use Only - Date Received

Stamp Only When Application is Fully Complete

Please TYPE or PRINT this application neatly.

1. Request Type (check one):

- | | |
|---|---|
| <input type="checkbox"/> Variance (for height of structure) | <input type="checkbox"/> Waiver (for Visual Screens / Fences) |
| <input type="checkbox"/> Variance (for area of structure) | <input type="checkbox"/> Waiver (for Off-Street Parking) |
| <input type="checkbox"/> Variance (for size of structure) | <input type="checkbox"/> Waiver (for Advertising and Signs) |
| <input type="checkbox"/> Variance (for size of yard or setback) | |

2. Applicant Information:

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

3. Property Owner Information:

* Check here if same as Applicant →

* If more than one owner, attach additional sheet with names and addresses.

Company (if applicable): _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Mobile #: _____ E-mail: _____

6. Please submit the following items in order complete the application:

- a. **Notarized application.**
- b. **Abutting Property Owner Affidavits.** A signed affidavit from each abutting property owner is required. The term “abutting” shall include those properties directly across a road from the property requesting the waiver but shall not include lots that touch at only a point. Failure of the applicant to obtain signatures of all abutting property owners will require a public hearing before the Board of Adjustment for a Waiver under provisions of Article XVII.
- c. **Proof of Ownership.** A copy of the most recent recorded warranty deed or record of ownership printed from the Brevard County Property Appraiser website is required.
- d. **Property Owner Authorization.** If the applicant is not the property owner, then the property owner will need to provide authorization for the requested Waiver by signing below (See #7 below).
- e. **Corporate Documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (<http://www.sunbiz.org/corpweb/inquiry/search.html>).
- f. **Certified Boundary Survey and/or Site Plan.** Contact Planning & Zoning Division staff to determine if both a boundary survey and a site plan are required. Site plans should be drawn to scale and show the size and shape of the property, location of existing and proposed structures, streets, access points, fences, parking and landscaping areas.
- g. **Additional Information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, or elevations.

7. Property Owner Authorization.

* Check here if same as Applicant →

I am the fee simple owner (or legal representative) of the property at: _____ and I hereby authorize the applicant to submit this application regarding my property described above.

(PRINT OWNER NAME)

(OWNER SIGNATURE)

Personally Known OR Produced Identification

Type of I.D. Produced _____

(NOTARY PUBLIC SIGNATURE)

(Print, Type, or Stamp Commissioned Name of Notary Public)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this _____ day of _____, 20 _____

8. Applicant Signature.

(PRINT APPLICANT NAME)

(APPLICANT SIGNATURE)

Personally Known OR Produced Identification

Type of I.D. Produced _____

(NOTARY PUBLIC SIGNATURE)

(Print, Type, or Stamp Commissioned Name of Notary Public)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this _____ day of _____, 20 _____

FOR OFFICE USE ONLY

Fee of \$ _____ in cash or check (No. _____) payable to the "City of Cocoa".

Receipt Number: _____

Signature from Planning & Zoning Division: _____

Date: _____

Future Land Use: _____ Zoning District: _____ Land Area: _____ acres

Applicable City Code Section(s): _____

Required by Code

Proposed difference

Comments / Calculations: _____

Date Approved: _____ Date Denied: _____