

**INSTRUCTIONS FOR  
CITY OF WINTER PARK  
BUILDING AND CODE ENFORCEMENT  
DEPARTMENT  
VARIANCE APPLICATION**

**General Instructions:** Please completely fill out the variance application and submit it to the Code Enforcement Division, City Hall, 2nd Floor. Pay the Residential fee of \$200, Commercial or Multi-Family fee of \$400 (The application fee is doubled if the request is after-the-fact.) If the applicant requests to table the matter, an additional fee of \$100 will be charged. **Provide all information requested** on the application form. **All large plans must be reduced to 11X17 or smaller.** The following check list is provided for your convenience.

Checklist of additional items requested:

- 1)\_\_\_\_\_ A recent survey to scale.
- 2)\_\_\_\_\_ A site plan (drawn to scale) showing any existing building on the site and any additions you wish to make clearly marked. Setbacks of existing structures and proposed structure should be clearly marked on this site plan.
- 3)\_\_\_\_\_ For ALL residential applications involving additions - A set back/Coverage Calculation sheet must be filled out for Impervious Lot Coverage, Floor Area Ratio (FAR), and Setbacks. If you have any questions about filling this out, please call for assistance.
- 4)\_\_\_\_\_ Show Elevations of existing curbs, and existing grade in front of building for height variances.
- 5)\_\_\_\_\_ Provide Floor plans and elevations if applicable, (i.e. changing the footprint of the building, but not for a fence application).
- 6)\_\_\_\_\_ Include any additional items that may further clarify your application, i.e., photographs, and letters from adjoining property owner or other neighbors. (These items will be sent to the board prior to the meeting.)
- 7)\_\_\_\_\_ If you do not own the property, you will need a letter of authorization from the owner(s) to act as agent for the owner. If the applicant is not the owner, but plans to purchase the property, attach a copy of the purchase contract, or option on the property.

If you have any questions the clerk will be happy to assist you.  
Call 407-599-3237 between 8am-4:45pm.

**The criteria for acceptance of an application for a particular month is as follows: (1) The Board will only hear 10 cases each month (this includes Old Business) and, (2) new variance applications must be received before 5 p.m., 27 days prior to the next meeting date. Applications must be complete with all the requested items provided. Applications will be scheduled contingent on space available, and in the order they were received.**

**Note: It will be necessary for you to post a Board of Adjustment placard on the property 15 days before the meeting visible from each street front. We will call you to pick it up when it is completed.**