



CITY OF MADEIRA BEACH

PLANNING & ZONING DEPARTMENT
300 MUNICIPAL DRIVE ♦ MADEIRA BEACH, FLORIDA 33708
(727) 391-9951 EXT. 255

Email to: planning@madeirabeachfl.gov



ADMINISTRATIVE WAIVER APPLICATION

Administrative Waiver Fee \$500

Applicant: Name and Address

Property Owner: Name and Address

Telephone: _____

Telephone: _____

Email: _____

Email: _____

Application for the property located at: (Street Address or location of the vacant lot)

Legal Description: _____

Lot Area: _____ **Width:** _____ **ft.** **Depth:** _____ **ft.**

Zoning District: _____

Present Structures on Property: _____

Present use of property: _____

Administrative waiver need from the zoning requirements are (i.e. setbacks/parking): _____

**PLEASE ATTACH REQUIRED SUPPORTING MATERIALS:
SITE PLAN, SURVEY, PICTURES, DEED, SURVEYOR'S SKETCH, DRAWINGS, NARRATIVE, ETC.**

This application for an administrative waiver is requesting permission to: _____

In order to authorize an administrative waiver from the provisions of the City Code, the City Manager or designee shall consider the following criteria and shall find that the criteria has been substantially satisfied and that a hardship exists.

On a separate attached page, explain in detail how your request complies with the following rules:

1. There are special circumstances applicable to the property, including size, shape, topography, location, or surroundings, so that the strict application of the LDR deprives the property of privileges enjoyed by other property in the vicinity and within the same zoning district;
2. The approval of the administrative waiver includes conditions of approval as necessary to ensure that the adjustment granted does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and within the same zoning district; and
3. The administrative waiver is consistent with the comprehensive plan, and any other adopted plan or policy of the city.

Appeal procedures. A property owner that is denied an administrative waiver may, before presenting their grievance to any circuit court or other court of competent jurisdiction attacking the land development regulations, or any of its terms and provisions, shall first apply to the board of commissioners of the city, or petitioning the special magistrate for relief as in such cases made and provided.

Property Owner's Signature _____
Date

STATE OF _____

COUNTY OF _____

Before me this ____ day of _____, 2016, _____
appeared in person who, being sworn, deposes and says that the foregoing is true and correct certification and is personally known to me or has produced _____ as identification.

[SEAL]

Notary Public Signature

****For City of Madeira Beach Use Only****

Fee: \$ _____ Check # _____ Cash Receipt # _____

Date Received: _____ Received by: _____

Administrative Waiver Case # Assigned: _____ Approved Denied

Planning & Zoning Consultant

Date: _____

Derryl O'Neal, Interim City Manager

Date: _____