



City of Wildwood, Florida  
Development Services Department  
100 N. Main St., Wildwood, FL 34785  
Tel: 352.330.1334 Fax: 352.330.1338  
www.wildwood-fl.gov

Staff Use Only  
Case No.: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

## Variance Application

Note: This type of submittal may require the scheduling of a pre-application meeting with Development Services staff prior to the completion of this application. Please consider this and schedule accordingly.

### Contact Information:

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Property and Project Information:

PROJECT NAME\*: \_\_\_\_\_

\*A project name is required for all submissions. Please choose a unique name for your project.

Property Address: \_\_\_\_\_

List Parcel Number(s): \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

Current Future Land Use (FLU): \_\_\_\_\_ Current Zoning: \_\_\_\_\_

**Required Submittal Items:** All documents listed below can be submitted electronically in PDF format.

**\*Variance Application Fee - \$575.**

A.0 Variance Application\*

B.1 Justification for Variance

A.1 Property Card Printout (Include Parcel ID)

A.2 Current Deed

A.3 Aerial Photo / Location Map\*\*

A.4 Future Land Use Map\*\*

A.5 Zoning Map\*\*

A.6 Legal Description (Microsoft Word format)

A.7 Signed, Notarized Authorized Agent Form

(If application is being submitted by any person other than the legal owner(s) of the property)

\*\*Note: All maps are required to depict adjacent properties at a minimum. Failure to provide adequate maps may delay the application process. Most maps are accessible through the Interactive Map at <https://www.sumtercountyfl.gov/105/GIS>. Legal descriptions **MUST** be Microsoft Word format and must comprise the **ENTIRE** development.

Please describe your request in detail: \_\_\_\_\_

\_\_\_\_\_

### Required Documents & Fees

The required submittal items listed above must be included when submitting the application package. **Note: All PDF files MUST be numbered and labeled as shown above.** Failure to include the above supporting documentation will delay processing of your application package. A sufficiency letter will be issued within seven (7) days of receipt of application package. Per Sec. 14-3 of the Wildwood Code of Ordinances, all charges for engineering plan review, site inspections/visits, and other engineering services deemed necessary shall be paid by the developer at cost.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_