

City of DeFuniak Springs

Post Office Box 685

35 US Hwy. 90 W.
DeFuniak Springs, FL 32433



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DeFuniak Springs, FL 32435

VARIANCE APPLICATION

NOTE: Always obtain a new application from the Department, as it may have been modified.

Variance Application Number (to be assigned by city staff) _____

I. APPLICANT INFORMATION (Print or type all information requested).

- A) Property Owner/Petitioner Name _____
(If an entity other than an individual, provide the name of the entity and responsible officer)
- B) Address: _____
- C) Telephone number: _____ Cell: _____
- D) FAX number: _____ E-mail address: _____

II. AGENT FOR OWNER/PETITIONER INFORMATION (provide agent affidavit)

- A) Agent Name (must be an individual): _____
- B) Address: _____
- C) Telephone number: _____ Cell: _____
- D) FAX number: _____ E-mail address: _____

III. PROPERTY INFORMATION

- A) Parcel Identification Number(s): _____
- B) Physical Location of Property _____
- C) Legal Description of entire property: (attach copy of recorded deed to application)
- D) Provide a copy of a boundary survey of the entire property. The boundary survey must indicate the total acreage, be prepared within the last two years and signed and sealed by a Florida licensed Surveyor.
- E) Driving Directions with mileages from the nearest intersection of either US Hwy 90 E, US Hwy 90 W, US Hwy 331 N, US Hwy 331 S or, SR 280 E, SR 280A, SR 83 N) to subject property: _____

- F) Present Zoning Classification: _____

City of DeFuniak Springs
VARIANCE APPLICATION CHECKLIST

Note: The number of copies required to be submitted are dictated by the number of packets that have to be assembled for the Planning Board and the two Public Hearings conducted by the City Council.

Directions: Each of the 26 packets are to be assembled in the following order. No application will be accepted unless it packaged as required.

1. **Completed & Signed Application** (1 original, 25 copies)
(Only complete, typed or printed applications and submittals will be accepted).

2. **Application Fee:** Variance Amendment Application.....\$450.00
(non-refundable, regardless of decision by the City Council)
Attach the fee to the front of the original application.
3. **Proof of Ownership** (1 original)
(Provide copy of recorded deed. The deed must include a complete legal description. A sales contract will not be accepted. All owners listed on the deed must sign the application and the agent affidavit authorizing the agent, if applicable).
4. **Notarized Agent Authorization Affidavit from Property Owner/Petitioner**, if other than Owner/Petitioner, is applying for Variance.
5. **Boundary Survey** (1 original, 24" x 36", at a scale of no less than 1" = 60'- 0", 25 reduced copies at 11" x 17" (must include complete legal description, total acreage, all existing structures, public and private easements, certified, signed and sealed by a Florida licensed Surveyor).
6. **Parcel Identification Map:** (1 copy @ 1"=400') indicating Parcel ID Numbers for all properties within 1000' of the subject parcel, street names, property owner names and complete mailing address. Available from the Walton County Property Appraiser Office or Walton County GIS/IR Department.
7. **Mailing Labels:** (1 complete list) The names and complete mailing addresses of all property owners within one thousand (1,000) feet of the property for which the variance is requested. Names and addresses of surrounding property owners shall be obtained from the latest Ad Valorem Tax Roll which may be obtained from the Walton County Property Appraiser's Office. **FAILURE TO PROVIDE ALL PROPERTY OWNER'S NAMES AS REQUIRED MAY RESULT IN DELAY OF THE PUBLIC HEARING MEETING.** Available from the Walton County Property Appraiser Office.
8. **Mailing List:** (1 complete list) Mailing list to include property parcel identification number, property owner name, and mailing address of all property owners within one thousand (1,000) feet of the property for which the amendment is requested. Available from the Walton County Property Appraiser Office.

Attach documents to the Application in the order listed above. No Applications will be accepted if documents are not in order, are stapled, or are submitted in any other way than as specified.