



City of Marco Island
Community Development Department
50 Bald Eagle Drive
Marco Island, FL 34145
Phone: 239-389-5000 or FAX: 239-393-0266

PF-10

Administrative Variance Request

Petition number: **AV** - _____ Date Received: _____

Planner: _____

ABOVE TO BE COMPLETED BY STAFF

Agent Information

Company: _____ Contact: _____

Agent's mailing address: _____

Phone #: _____ Fax #: _____

Property Information

Property Owner(s): _____

Site Address: _____ Folio #: _____

Legal Description: _____

Structure Permit #: _____ CO date: _____

Variance(s) being requested: _____

Submittal Requirements

- _____ Cover letter explaining the reason for the administrative variance request
- _____ Survey (to scale) of the property
- _____ Letter of no objection from each adjacent property owner (*dock administrative variances only*)
- _____ \$200 administrative variance fee (payable to the City of Marco Island)

Miscellaneous Information

1. Please allow one (1) week for the processing of an administrative variance. Incomplete applications will not be processed.
2. Permit numbers and Certificate of Occupancy date can be obtained through the Collier County Property Appraiser's Office at 774-8141.

Ordinance 02-08:

Minor after-the-fact yard encroachments may be approved administratively by the Community Development Director. For the purposes of this subsection, minor yard encroachments shall be divided into three classifications:

1. Structures for which a certificate of occupancy, or a final development order has not been granted. The Community Development Director may administratively approve minor after-the-fact yard encroachments not to exceed a maximum of 5 inches.
2. Structures for which a certificate of occupancy, or a final development order was granted after January 1, 1987. The Community Development Director may administratively approve minor after-the-fact yard encroachments of up to twenty percent of the required yard, not to exceed a maximum of 2.5 feet.
3. Structures for which a certificate or occupancy, or a final development order was granted before January 1, 1987. The Community Development Director may administratively approve minor after-the-fact yard encroachments of up to 25 percent of the required yard, not to exceed a maximum of 5 feet. Further, the Community Development Director may administratively approve vertical encroachments not to exceed 50 inches.