



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: \_\_\_\_\_

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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 being requested (Please use separate form if variance for more than one structure is requested): \_\_\_\_\_

**Submittal Requirements**

\_\_\_\_\_ Cover letter explaining the reason for the administrative variance request

\_\_\_\_\_ Survey (to scale) of the property, 11 x 17 preferred

\_\_\_\_\_ Letter of no objection from each adjacent property owner (*dock administrative variances only*)

**\$200 administrative variance fee per structure, 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 dates 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 6 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.

Owner Affidavit: I certify that the information supplied herewith is accurate to the best of my knowledge and that no alterations have been made to the structural elements of the property since the date of the survey submitted with this application.

\_\_\_\_\_  
Owner Name (print)

\_\_\_\_\_  
Owner Signature

State of Florida  
County of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature, Notary Public- State of Florida

(seal)

\_\_\_\_\_  
Printed, Typed or Stamped Name of Notary