



City of Marco Island  
Growth Management Department  
50 Bald Eagle Drive  
Marco Island, FL 34145  
Phone: 239-389-5000

**Administrative Variance Request**

Applicable Sections of the Marco Island Land Development Code Sec. 30-65-Variance Procedures, Sec. 30-1009-Fences, Sec. 54-114-Minor after the fact encroachments

Petition type: **AV**- \_\_\_\_\_ Date Received: \_\_\_\_\_

Planner: \_\_\_\_\_

**Above to be completed by Staff**

**AGENT INFORMATION**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Agent's mailing address: \_\_\_\_\_

Agent's email 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 and fence administrative variances only)

\_\_\_\_\_ \$300 administrative variance fee (payable to the City of Marco Island)

**\*For administrative variances of walls or fences, survey must include spot elevations of existing grade and top of structure in question.**

Please allow one (1) week for the processing of an administrative variance. Incomplete applications will not be processed.