

**PLANNING & ZONING ADJUSTMENT BOARD**

**VARIANCE APPLICATION CHECKLIST**

- Application
- Application Fee of \$250.00
- Boundary Survey (If no wetlands present) / Topographical Survey (If wetlands present)
- Site Plan

**DISCLOSURE AGREEMENT**

I understand that this is not a permit application and will still need to submit a permit application to the Building Department after my application is approved.

I also understand that any major site plan changes I make after approval will result in resubmittal and reapproval by the Planning & Zoning Adjustment Board and the Franklin County Board of County Commission.

I \_\_\_\_\_, understand and agree to the statements listed above.

\_\_\_\_\_/\_\_\_\_\_  
Signature Date



## PLANNING & ZONING ADJUSTMENT BOARD APPLICATION

### FRANKLIN COUNTY BUILDING DEPARTMENT

34 Forbes Street, Suite 1. Apalachicola, FL 32320

PHONE: 850-653-9783 FAX: 850-653-9799

<https://www.franklincountyflorida.com/county-government/planning-building/planning-services/>

## ADJUSTMENT BOARD VARIANCE APPLICATION

### **THIS IS NOT A PERMIT APPLICATION**

After approval by the Board, you will still be required to submit a permit application to the Building Department.  
Return completed application and required paperwork to the following address (see page 2 for details):

*Franklin County Building Department*

*34 Forbes Street, Suite 1*

*Apalachicola, FL 32320*

*OR*

*Email to: [cortnib@franklincountyflorida.com](mailto:cortnib@franklincountyflorida.com)*

The deadline to turn in a completed application for the Planning & Zoning Adjustment Board is always the 2<sup>nd</sup> Tuesday of each month at 12:00pm Noon (NO EXCEPTIONS)

### PROPERTY OWNER'S INFORMATION

PROPERTY OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AGENT'S NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### PROPERTY DESCRIPTION

911 ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

LOT(S): \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_ UNIT: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_

### JURISDICTION

APALACHICOLA  EASTPOINT  ST. GEORGE ISLAND  CARRABELLE  DOG ISLAND  LANARK  
 ST. JAMES  ST. THERESA  ALLIGATOR POINT

### VARIANCE REQUEST DETAILS

DESCRIPTION OF VARIANCE: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ TOTAL BUILDING SQ FOOT: \_\_\_\_\_ CRITICAL SHORELINE DISTRICT: Y/N \_\_\_\_\_

WETLANDS? Y/N: \_\_\_\_\_ WATER/SEWER AVAILABILITY OR SEPTIC: \_\_\_\_\_

### OFFICE USE ONLY

ADJUSTMENT BOARD MEETING DATE: \_\_\_\_\_ APPROVED/DENIED/TABLED: \_\_\_\_\_

BOARD OF COUNTY COMMISSION DATE: \_\_\_\_\_ APPROVED/DENIED/TABLED: \_\_\_\_\_

**THIS VARIANCE REQUEST WILL EXPIRE ONE YEAR FROM DATE OF APPROVAL BY THE FRANKLIN COUNTY BOARD OF COUNTY COMMISSION. EXPIRATION DATE:** \_\_\_\_\_