



TOWN OF SEWALL'S POINT BUILDING DEPARTMENT
One S. Sewall's Point Road
Sewall's Point, Florida 34996
Tel 772-287-2455 Fax 772-220-4765

ADMINISTRATIVE VARIANCE APPLICATION AND CHECKLIST

OWNER/APPLICANT(S) _____ DATE _____

OWNER ADDRESS _____

PROPERTY ADDRESS (IF DIFFERENT THAN OWNERS ADDRESS) _____

PHONE NUMBER _____ FAX/E-MAIL _____

APPLICANT MUST COMPLY WITH THE FOLLOWING REQUIREMENTS AND CONDITIONS TO QUALIFY FOR AN ADMINISTRATIVE VARIANCE AS DEFINED AND SET FORTH IN THE TOWN OF SEWALL'S POINT CODE OF ORDINANCES SECTION 82-141. ADMINISTRATIVE VARIANCES ARE LIMITED TO ENCROACHMENTS OF ONE (1) FOOT OR LESS.

APPLICANT TO INITIAL THE FOLLOWING CHECKLIST ITEMS:

- _____ \$400.00 MINIMUM FILING FEE (ADDITIONAL MONIES MAY BE REQUIRED TO BE PLACED IN ESCROW TO COVER ANY PROFESSIONAL FEES INCURRED BY THE TOWN IN PROCESSING THIS APPLICATION).
- _____ APPLICANT'S CERTIFICATION OF OWNERSHIP OF PROPERTY IN QUESTION AND VERIFIED LIST OF ALL ADJACENT PROPERTY OWNERS.
- _____ COPY OF ORIGINAL BUILDING PERMIT/APPLICATION, ALL ASSOCIATED PERMIT DRAWINGS AND SUBMITTED DOCUMENTS (REQUIRED FOR ALL APPLICANTS).
- _____ CURRENT (90 DAYS OR LESS) AS-BUILT SURVEY OF THE COMPLETE GROUNDS WITH ALL IMPROVEMENTS, INDICATING THE AREA(S) OF ENCROACHMENT. SURVEY MUST INCLUDE A CERTIFICATION TO THE TOWN OF SEWALL'S POINT.
- _____ LETTERS OF NO OBJECTION FROM ALL ADJACENT PROPERTY OWNERS OR PROOF THAT A COPY OF THIS APPLICATION WAS SENT TO ALL ADJACENT PROPERTY OWNERS BY CERTIFIED MAIL INCLUDING A NOTICE INFORMING THEM OF THEIR RIGHT TO FILE AN OBJECTION WITH THE TOWN CLERK WITHIN 15 DAYS OF THE DATE THE NOTICE WAS MAILED, AND THAT 15 DAYS HAS PASSED.



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DESCRIBE IN DETAIL THE ENCROACHMENT(S) LENGTH AND LOCATION. IF MORE THAN ONE, PLEASE LIST EACH SEPARATELY.

UPON APPROVAL OF THE ADMINISTRATIVE VARIANCE, THE TOWN CLERK SHALL RECORD THE BUILDING OFFICIAL'S APPROVAL IN THE MARTIN COUNTY, FLORIDA PUBLIC RECORDS. THE APPLICANT SHALL BE RESPONSIBLE FOR THE RECORDING COSTS INCURRED BY THE TOWN, AND SHALL PAY THE TOWN SUCH COSTS PRIOR TO THE RECORDATION OF ANY DOCUMENTS.

THE APPLICANT UNDER SECTION 82-101 OF THE CODE MAY TAKE AN ADMINISTRATIVE APPEAL FROM A DECISION OF THE BUILDING OFFICIAL UNDER THIS SECTION. THE ADMINISTRATIVE APPEAL MAY PROCEED CONCURRENTLY WITH AN APPLICATION FOR A VARIANCE BEFORE THE BOARD OF ZONING ADJUSTMENT, AT THE ELECTION OF THE APPLICANT

OWNER/APPLICANT(S) SIGNATURE _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____

STATE OF _____ COUNTY OF _____

20____ BY _____

PERSONALLY KNOWN _____

OR PRODUCED ID _____

TYPE OF ID _____

NOTARY



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ADMINISTRATIVE VARIANCE LETTER OF NO OBJECTION

Building Official
The Town of Sewall's Point
One South Sewall's Point Road
Sewall's Point, FL 34996

REFERENCE: Application for an Administrative Variance Pursuant to Section 82-141 Town of Sewall's Point Code of Ordinances.

Filed by: (Property Owner's name) _____

Located at: (Property address) _____

Dear Building Official:

I have received the above referenced Administrative Variance application filed with the Town of Sewall's Point. I am an adjacent property owner to the property that is the subject of the Administrative Variance. I have no objection to the Town Building Official granting the Administrative Variance.

Sincerely yours,

Printed Name of Adjacent Property Owner

Signature of Adjacent Property Owner

Address of Adjacent Property Owner

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____

STATE OF _____ COUNTY OF _____

20____ BY _____

PERSONALLY KNOWN _____

OR PRODUCED ID _____

TYPE OF ID _____

NOTARY