Form C17.2 - Floodplain Variance Application Checklist

**Project Name:** Click or tap here to enter text.

**Project Number:** Click or tap here to enter text.

| FLOODPLAIN VARIANCE APPLICATION CHECKLIST: | **Applicant** | **Staff** |
| --- | --- | --- |
| FORMS AND CERTIFICATES: | **(X)** | **(X)** |
| 1. Completed Form *A16 - Variances & Modifications -Administrative/Floodplain* or Form *A17 - Variances & Modifications -Public Hearing/Floodplain* application (in Accela)
 |[ ] [ ]
| 1. Complete Form *B17.2 - Floodplain Variance Application Worksheet*
 |[ ] [ ]
| 1. Completed Form *D1 - Affidavit of Ownership/Agent Authorization*
 |[ ] [ ]
| MISCELLANEOUS DOCUMENTS: | **(X)** | **(X)** |
| 1. Pre-application comments (if applicable)
 |[ ] [ ]
| 1. Project Narrative(describe the request in detail)
 |[ ] [ ]
| 1. Application fee payment
 |[ ] [ ]
| 1. Copy of previously approved development orders (ordinances, plans and stipulations, if applicable) (e.g. Special Permit, Variance, Certificate of Appropriateness, etc.)
 |[ ] [ ]
| 1. Corporate Articles of Incorporation, if applicable
 |[ ] [ ]
| 1. Legal description in Word
 |[ ] [ ]
| 1. Florida Master Site File or National Registry (if applicable) providing approval fromt eh State Historic Preservation Officer or Certified Historic Board
 |  |  |
| 1. Elevation Certificate
 |  |  |
| **PLANS:**  | **(X)** | **(X)** |
| 1. Boundary Survey
 |[ ] [ ]
| 1. Elevations of structure
 |[ ] [ ]

Any item believed to be “not applicable (NA)” must be explained in writing. Click or tap here to enter text.