



**PLANNING &  
CONSERVATION**

**ADMINISTRATIVE  
APPEAL**

*Revised 10/01/18*

**USE THIS FORM TO:** Apply for an administrative appeal to a staff-level decision made regarding a particular application or property, in accordance with Land Development Code Section 11.07.00.

**FEES:** \$450. The fee is payable upon application.

**IMPORTANT NOTES:** To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed Board applications are due 30 days prior to the meeting date.

**KEY CONTACTS:** The Department of Planning & Conservation will guide your application from start to finish, engaging other City departments or agencies as needed.

**2019 Board of Adjustment Meeting Schedule**  
Meetings are held the 3<sup>rd</sup> Wednesday of the month at 5:00pm.

<b>Application Deadline (4:30pm)</b>	Dec 17 2018	Jan 16 2019	Feb 20 2019	Mar 20 2019	Apr 17 2019	May 15 2019	June 19 2019	Jul 17 2019	Aug 21 2019	Sep 18 2019	Oct 16 2019	Nov 20 2019	Dec 18 2019	Jan 15 2020	Feb 19 2020
<b>Meeting Date</b>	Jan 16 2019	Feb 20 2019	Mar 20 2019	Apr 17 2019	May 15 2019	June 19 2019	Jul 17 2019	Aug 21 2019	Sep 18 2019	Oct 16 2019	Nov 20 2019	Dec 18 2019	Jan 15 2020	Feb 19 2020	Mar 18 2020

# APPLICATION REQUIREMENTS ADMINISTRATIVE APPEALS

Administrative Appeal applications must be submitted to Department of Planning & Conservation Staff. Staff will review each application for completeness and accuracy prior to acceptance. **Please note that Staff may request additional information after submittal of the application.**

## THE FOLLOWING MUST BE PROVIDED IN ORDER TO BE A COMPLETE APPLICATION FOR FILING AN ADMINISTRATIVE APPEAL:

- A survey of the property containing the legal description, land area, and existing improvements on the site. The survey shall be signed by a surveyor licensed in the State, and shall have been performed not more than two (2) years prior to the date of application. (if applicable)
- The legal description of the property.
- Proof of ownership (copy of deed or tax statement).
- Completed and notarized agent authorization (if applicable).
- Synopsis letter of reasons for request including: a description of the decision to be reviewed, the date of the decision, a statement of the interest of the person seeking review, a copy of the document being appealed, and a description of the specific error alleged as the grounds of the appeal.
- Materials as needed to illustrate nature of the request, including but not limited to, site plans, architectural drawings, photographs, copies of all permits applied for, etc. (Any site plans or drawings must be dimensioned and to scale.)

**You will receive a staff report one week before your meeting.**

### BOARD REVIEW:

The BOA will make one of the following decisions on the application:

- Reverse, wholly or partly, the administrative decision that is the subject of the administrative appeal;
- Affirm, wholly or partly, the administrative decision that is the subject of the administrative appeal; or
- Modify the administrative decision that is the subject of the administrative appeal.

The applicant or their agent must be present at the public hearing or the Board will not consider the application. The concurring vote of five (5) members of the BOA shall be necessary to reverse any administrative decision.

### STAFF CONTACT:

Jacob Platt  
Senior Planner  
jplatt@fbfl.city  
904-310-3482

**OFFICE USE ONLY**

REC'D: \_\_\_\_\_ BY: \_\_\_\_\_

PAYMENT: \$ \_\_\_\_\_ TYPE: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

CASE #: \_\_\_\_\_

BOARD MEETING DATE: \_\_\_\_\_



**APPLICATION FOR ADMINISTRATIVE APPEAL**

**APPLICANT INFORMATION**

**Owner Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Street Address: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

**REQUEST INFORMATION**

Brief description of request and requested action by the Board of Adjustment (use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE/NOTARY**

The undersigned states the above information is true and correct as (s)he is informed and believes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

STATE OF FLORIDA  
COUNTY OF NASSAU }  
ss }

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public: Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
My Commission Expires

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_



# OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE \_\_\_\_\_  
(print name of property owner(s))

hereby authorize: \_\_\_\_\_  
(print name of agent)

to represent me/us in processing an application for: \_\_\_\_\_  
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

\_\_\_\_\_  
(Signature of owner)

\_\_\_\_\_  
(Signature of owner)

\_\_\_\_\_  
(Print name of owner)

\_\_\_\_\_  
(Print name of owner)

STATE OF FLORIDA }  
                          } ss  
COUNTY OF NASSAU }

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public: Signature                      Printed Name                      My Commission Expires

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_