



## APPLICATION FOR APPEAL OF ADMINISTRATIVE DECISION

1. A complete application must be submitted in accordance with the instructions provided in this packet. **An application for Appeal must be submitted within 30 days of the date of the written decision or interpretation being appealed. The application may not be accepted unless it is completed in full with all the proper information and documentation.**
2. You will receive a notice from staff stating whether or not the application and information submitted is sufficient. If all deficiencies are not corrected by 12:00 noon of the Friday immediately following the deadline date for filing an application, the application may not be scheduled for a public hearing. If your application is sufficient, you will be notified of the hearing date in writing. Any other property owner(s) affected by the Appeal application will also be notified of such Appeal.
3. Staff will post the signs on the property affected by the Appeal for notice of public hearing. The signs will be posted in public view on each street side of the subject property at least 15 days prior to the scheduled public hearing. If the property does not have frontage on a public street, a sign will be erected on the nearest street right-of-way with an attached notation indicating generally the direction and distance to the subject property.
4. Staff will conduct at least one site visit to the parcel that is the subject of the application. Such site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The purpose of the site visit is to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the Appeal.
5. You are required to pay for the legal advertising in the Palatka Daily News. The legal advertisement is prepared and submitted to the Palatka Daily News by the Department. You will receive a bill from the Palatka Daily News.
7. You will receive a copy of a staff report prior to the Zoning Board of Adjustment public hearing, which states the administrative decision or interpretation and the justification. However, please be advised that you are ultimately responsible for presenting and arguing your own case for overturning the administrative decision or interpretation. The Zoning Board of Adjustment's decision shall be final and any appeal of the decision shall be to the Circuit Court.
8. Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.

## **INSTRUCTIONS FOR FILING AN APPLICATION FOR APPEAL**

**ITEM #1:** The owner(s) must list their name(s) and address(es) in ITEM #1. **The applicant(s) must be the property owner(s).**

**ITEM #2:** The parcel identification number for the property is on your tax notice or can be obtained from the Property Appraisers Office or Planning & Development Services.

**ITEM #3:** Provide the subdivision name, unit, block and lot, if the subject property is part of a subdivision. If not, print N/A in the space provided.

**ITEM #4:** Provide road numbers, street names, and distances.

**ITEM #5:** Calculate the acreage of the area to be covered by the special use permit.

**ITEM #6:** Provide the current zoning designation and future the land use designation (this information is available from the Department); and describe the current use of the property; for example, is it vacant, residential or commercial (type of business)?

**ITEM #7:** State the nature of your requested special use permit.

**ITEM #8:** If a prior rezoning, special use permit or variance application has been submitted for the property, print YES and provide the case number(s). If none, print NO.

**ITEM #9:** Each of the following items must be submitted with a completed application form:

**APPLICATION FEE** – An Appeal of an Administrative decision application requires a \$600.00 processing fee. In addition to the application fee, you are required to purchase signs for posting on the property. Signs are \$6.50 each. The number of public streets that front the property and the length of the frontage will determine the number of signs required.

**SITE PLAN** – A **site plan MUST be provided on a sheet of paper no larger than legal size (8 ½ " x 14") and must be legible. Failure to provide a site plan with all required details listed below will result in a finding that the application is insufficient. Insufficient applications will not be scheduled for public hearings until they are made sufficient.** The site plan shall include, at a minimum, all applicable details listed below:

- (1) Location of the site in relation to surrounding properties, including driveways to the properties.
- (2) Date, north arrow and graphic scale (i.e. 1" = 25').
- (3) The length of all property lines.
- (4) Location and width of existing and proposed driveways.
- (5) The location and dimensions of all proposed AND existing structures.
- (6) Distances between structures and distances from structures to all property lines, and to any major features such as lakes, wetlands, and rivers.
- (7) The total area to be covered by structures in square feet and percentage of the site.
- (8) The total area to be covered by structures and other impervious surfaces in square feet and percentage of the site.
- (9) The location, size and number of parking spaces.
- (10) The location and dimensions of proposed loading areas, if required.
- (11) Location, size and design of landscaped areas and building screens or architectural enclosures.
- (12) Location, size and type of required and/or proposed buffers or screening.
- (13) Location and dimensions of open space and storm water retention/detention areas.

**AGENT DESIGNATION FORM** - This can be submitted any time prior to the hearing and is not required unless the applicant(s) choose to designate an agent to represent them at the public hearings. If no agent is designated, print N/A in the space provided. Please note that the notarized signatures of the owner(s) and the agent are required on this form. The owner(s) signatures must be the same as in ITEM #12 on the application form.

RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description of the area for the special use permit must be provided, if the area is different from the legal description in the deed to the property.

PARCEL MAP- A dated quarter section from the most current parcel map showing the parcel that is the subject of the application. Date stamped copies are available from the Putnam County Property Appraiser.

**ITEM #10: ALL OWNERS OF RECORD MUST SIGN THE APPLICATION.** If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. **IF THE OWNER IS A CORPORATION OR A BUSINESS ENTITY**, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.

If you have any questions, please call (386) 329-0491.



## APPLICATION FOR APPEAL OF ADMINISTRATIVE DECISION

1. Name of Appellant(s)

Address(es):

---

---

---

---

---

---

2. Appellant is: (check one)

Owner of subject property \_\_\_\_\_

Applicant for land use action \_\_\_\_\_

Adjacent property owner \_\_\_\_\_

Other interested person \_\_\_\_\_

3. Parcel number of affected property: \_\_\_\_\_

4. Name of Property Owner(s)

Address(es):

---

---

---

---

---

---

5. Driving directions to affected property from Palatka: \_\_\_\_\_

---

---

6. Current zoning: \_\_\_\_\_ Future Land Use designation: \_\_\_\_\_

7. Current Use of affected property: \_\_\_\_\_

8. Prior zoning actions on affected property (include case number): \_\_\_\_\_

9. Applicable Comprehensive Plan and Land Development Code Standards Related to Appeal: \_\_\_\_\_

---

12. Specify grounds for appeal and state reasons why administrative decision should be overturned by the Zoning Board of Adjustment (Use additional sheet(s) of paper, if necessary): \_\_\_\_\_

---

---

---

10. Signature(s) of Appellant(s):

Telephone Number(s)

---

---

---

---

---

---

THE FOREGOING instrument was acknowledged before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Personally known / Produced ID

Type of ID: \_\_\_\_\_

\_\_\_\_\_  
Notary

Date Commission Expires: \_\_\_\_\_

**AGENT DESIGNATION FORM**

The appellant(s) does(do) hereby appoint and designate \_\_\_\_\_  
as agent in fact for the appellant(s) in Appeal Case No. \_\_\_\_\_  
to present this application and all evidence in support thereof to the Putnam County Zoning Board of Adjustment, and to  
respond to and furnish all information and data requested by said Board.

Print name of Appellant(s)

Signature(s) of Appellant(s)

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

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

State of \_\_\_\_\_ County of \_\_\_\_\_

Personally known / Produced ID

Type of ID: \_\_\_\_\_

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

Notary

Date Commission Expires: \_\_\_\_\_

**AGENT OATH AND SIGNATURE:**

The undersigned \_\_\_\_\_, being duly appointed as agent in fact for the  
above named Appellant(s) in Appeal Case No. \_\_\_\_\_ whereby said appellants are seeking an appeal  
of an administrative decision and the undersigned does hereby accept said appointment and will faithfully and truly carry  
out the request of said appellant(s).

Signature of Agent: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Personally known / Produced ID

Type of ID: \_\_\_\_\_

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

Notary

Date Commission Expires: \_\_\_\_\_