



Santa Rosa County Development Services



Beckie Cato, AICP
Planning and Zoning Director

Tony Gomillion
Public Service Director

John T. "Tim" Tolbert
Building and Fire Official

Appeal of an Administrative Decision

** FOR OFFICIAL USE ONLY **			
Application No.	_____ -A- _____	Date Received:	_____
FEE:	_____	Receipt:	_____

Applicant Name: _____

Mailing Address: _____

Daytime Phone: _____

Owner of Property (if other than applicant) _____

Parcel Number (Property Tax Identification Number):
_____ - _____ - _____ - _____ - _____

Street Address of Property: _____

Driving Directions to the Property: _____

(Provide any landmarks, side streets or any other information to locate the property)

Zoning District of the Property: _____

Describe the Reason for the Appeal: _____

LDC Article Reference Number: _____ Site Plan Number: _____

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583
www.santarosa.fl.gov
Office: (850) 981-7000

Inspections/Compliance Division Fax: (850) 623-1208 • Planning/Zoning Division Fax: (850) 983-9874

Appeals to decisions made by the Board of Adjustments are heard by the **Board of County Commissioners** pursuant to Section 2.03.01(E.) of the Santa Rosa County Land Development Code. Please include the application fee of **\$135** (includes a \$120.00 review fee and a \$15.00 sign fee) and **\$1.52 for each letter** to be addressed to each property owner within a 150' radius of the property lines. **(NOTE: Any structure greater than 35' in height requires notification of the property owners within 500 ft. of the involved property.)** This fee will be calculated at the time the application is submitted.

Any person or county officer jointly or severally, of Santa Rosa County aggrieved by any decision of the Board of Adjustments may appeal. Such appeal shall be filed with the Community Planning, Zoning and Development Division in a form prescribed by the County Commission within fifteen (15) calendar days of the decision or action appealed.

This Appeal petition shall not be considered complete until all relevant and required supporting documents have been received along with this application completed in its entirety.

REQUIREMENTS FOR THE BOARD OF ADJUSTMENT

- A. If applicable, a site plan of property, professionally done, showing property lines, dimensions, structures (existing and proposed), abutting streets, legal description and any other pertinent information must be attached to this application.
- B. Application must be submitted to the Community Planning, Zoning and Development Division at least 30 business days prior to the next regularly scheduled meeting of the Board of Adjustments (BOA).
- C. If applicable, certified letters stating the Appeal for the BOA meeting will be mailed by the Planning Department to all surrounding property owners as required by Article 2.04.03 of the Santa Rosa County Land Development Code. However, it is the applicant's responsibility to obtain the following information from the Property Appraisers Office, located in the Santa Rosa County Administrative Complex at 6816 Caroline Street in Milton (983-1880). **Please note that the Property Appraisers Office only provides this information; other questions about the application or the process must be directed to the Planning and Zoning Office.**
- A printout with a parcel map, indicating all of the surrounding property owners within 150 feet of the applicant's property for the requested the action. (NOTE: Any structure greater than 35' in height requires notification to property owners within 500 ft. of the involved property.)
 - Mailing labels (2 sets) with the surrounding property owners' names and addresses.
 - The Property Appraiser's parcel map of the proposed site identifying the selected property owners within the 150' radius.
- D. A letter addressing the details of the appeal.
- F. Provide a copy of covenants and restrictions on the deed, if applicable.
- G. If applicable, proof of ownership for the property must be submitted. A warranty deed or quitclaim deed must be submitted with this application.
- H. If applicable, the Planning Division will place a sign on the property prior to the said meeting.

I understand the above fee requirements, the prescribed filing time, and the required supporting documentation requirements that shall be submitted along with this application for appeal.

When all relevant requirements have been satisfied, my petition shall be placed on the next possible Board of Adjustments agenda.

(SIGNATURE OF APPLICANT)