



Appeal

Appeal Application

DEADLINE: Initial paper and digital submission must be received by 5:00 PM on the day of the deadline. Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines. **To ensure quality submittal, ZBA Meetings can only be scheduled when a complete submission has been made. If a complete submission is not submitted by the deadline, the application will be rejected.**

Application Review Process:

Application Type	Step 1	Step 2	Step 3
Appeal	Submit application within 30 days of the decision(s).**	Review by Development Services Director	Final Decision by applicable Advisory Board or City Commission

**Applicant must make an appointment with Principal Planner to submit application at least 48 hours (2 business days) prior to deadline for filing.

PAPER SUBMISSION: The following paper documents are to be submitted to the Planning & Zoning Department:

PAPER	<input type="checkbox"/>	One (1) completed application with original signatures. (pg. 3)*
	<input type="checkbox"/>	Owner's Certificate (<i>must be completed by the Landowner</i>). (pg. 4)*
	<input type="checkbox"/>	Application Fee as established by resolution of the City Commission. See Appendix C - Fee Schedule in the Information section of the P&Z webpage.

*Updated copies of the application and proof of ownership may be required if information has changed (i.e.: if the property ownership changes, the owner's certificate and application will need to be revised with the City's file.)

DIGITAL SUBMISSION: The following digital documents are also to be submitted to the Planning & Zoning Department via email:

DIGITAL	<input type="checkbox"/>	Written Notice of Appeal including copy of decision being appealed. Written Notice of Appeal must be on letterhead, dated, and with author indicated.
	<input type="checkbox"/>	Current survey (<i>Surveys to be recent and must show all improvements on the property and legal description</i>).
	<input type="checkbox"/>	Legal Description of property (<i>Digital copy in WORD</i>).



Appeal

155.2424. APPEAL

(Below is a summary of Section 155.2424. For the complete language, please refer to the Zoning Code)

REVIEW STANDARDS

An application for Appeal must comply with the following standards:

1. The appellate body shall review an Appeal in accordance with the standards of this Code applicable to the decision or interpretation being appealed, and shall base its decision solely on the record established below in making the decision or interpretation being appealed. The record shall consist of all documents, hearing records, and other materials related to the decision or interpretation.
2. The appellate body may modify or reverse a decision or interpretation on appeal (in whole or in part) only if it finds that there is competent substantial evidence in the record of a clear and demonstrable error in the application of the relevant standards or provisions of this Code.
3. For Sexually Oriented Businesses, the sole issue to be considered in an Appeal is whether the Development Services Director's determination was correct, pursuant to the requirements of Article 4, Section 155.4224.

PROCEDURE

1. Pre-Application Conference with Principal Planner.
2. Review by the Development Service Director.
4. Final Decision by applicable Advisory Board or City Commission (see table below), following a quasi-judicial hearing.

TABLE 155.2424.B: APPELLATE BOARDS FOR APPEALS OF DECISIONS OF DEVELOPMENT SERVICES DIRECTOR	
Application Type	Board Responsible for Reviewing Appeal
Building Design	Architectural Appearance Committee (AAC)
Minor Certificate of Appropriateness	Historic Preservation Committee (HPC)
All other application types and waiver requests	Zoning Board of Appeals (ZBA)



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Appeal Application

Appeal

Appeal Application		
Street Address:	Folio Number:	Zoning District:
Subdivision:	Block:	Lot:

Request & Information	
Applicant's Request:	_____ _____ _____
Representative or Agent's interest in property (Owner, Lessee, Etc):	
Have any previous applications been filed? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, give date of hearing and/or appeal #:

Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable):	Business Name (if applicable):
Print Name and Title:	Print Name and Title:
Signature:	Signature:
Date:	Date:
Street Address:	Street Address:
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip:
Phone Number:	Phone Number:
Email:	Email:



OWNER'S CERTIFICATE

This is to certify that I am the owner of the subject lands described in this application and that I have authorized the filing of the aforesaid application.

Owner's Name: (Print or Type)

Address:

(Zip Code)

Phone:

Email address:

(Signature of Owner or Authorized Official)

SWORN AND SUBSCRIBED before me this ___ day of ___, ___ by
means of [] physical presence or [] online notarization.

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or Type as Commissioned.)

[] Personally know to me, or

[] Produced identification: _____

(Type of Identification Produced)