



**Appeal Checklist**

**DEADLINE:**

- Initial submission and fee 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, Board 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
<b>Appeal</b>	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.*

**DIGITAL SUBMISSION: The following digital documents are to be uploaded to Camino:**

<b>CAMINO</b>	<input type="checkbox"/>	Digitally sign the application page(s)*.
	<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> ).

*\*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.)*



**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 Meeting 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.

<b>TABLE 155.2424.B: APPELLATE BOARDS FOR APPEALS OF DECISIONS OF DEVELOPMENT SERVICES DIRECTOR</b>	
<b>Application Type</b>	<b>Board Responsible for Reviewing Appeal</b>
Building Design	Architectural Appearance Committee (AAC)
Single-Family or Duplex Unit Flex Allocation	City Commission
Minor Certificate of Appropriateness	Historic Preservation Committee (HPC)
All other application types and waiver requests	Zoning Board of Appeals (ZBA)

- A party aggrieved by a final decision by the P&Z on a Major Site Plan application or Air Park Obstruction Permit, by the AAC on a Major Building Design application, or by the HPC on a Major Certificate of Appropriateness application may appeal the decision to the City Commission in accordance with this section, including the procedures as set forth in Section [155.2424.C](#).
- A party aggrieved by a final decision by the Zoning Board of Appeals as provided for herein, may petition the Circuit Court for issuance of a Writ of Certiorari in the manner and within the time provided for the Florida Rules of Appellate procedure.
- A party aggrieved by a final decision by the City Commission as provided for herein, may petition the Circuit Court for issuance of a Writ of Certiorari in the manner and within the time provided for the Florida Rules of Appellate procedure.
- Decisions relating to application of the Building Code are appealable in accordance with the Florida Building Code and [Chapter 152](#) (Buildings) of the Code of Ordinances .