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ADMINISTRATIVE APPEAL APPLICATION

PROPERTY OWNER INFORMATION	
Property Owner as indicated on deed: _____	
Address: _____	City: _____ State: _____ Zip: _____
Contact Phone: _____	E-Mail: _____

AUTHORIZED REPRESENTATIVE INFORMATION	
Agent/Applicant Name: _____	
Address: _____	City: _____ State: _____ Zip: _____
Contact Phone: _____	E-Mail: _____

If exhibits including photographs, documents, maps or other materials are provided to the Board as evidence at the public hearing, these instruments are required to be left with County Clerk's representative. By law, those instruments become public records and cannot be returned to you. The public hearing before the Board of County Commissioners is considered quasi-judicial in nature. Decisions should be the result of the evidence presented at the hearing. Applicants should review Section 1600 of the Land Development Code and provide written justification for the appeal. If you wish to appeal any determination of the Board of County Commissioners to the appropriate legal jurisdiction, you will need a verbatim transcript of the record and copies of all the evidence presented. It is the applicant's responsibility to provide a verbatim record.

- 4. Address & Location of Property: _____
Parcel ID # for Subject Parcel: _____
Size of Parcel (acreage must agree w/legal and survey): _____
Future Land Use Category: _____ Existing Land Use: _____

- 5. Summary Description of Administrative Decision to be appealed and reason for appeal:

6. Provide the Following with the application:

- _____ (a) Hearing fee of \$500.00 per parcel of land (cash, check or money order) drawn to the order of Gadsden County Board of County Commissioners (BOCC).
- _____ (b) Narrative describing the appeal and applicable support documents including Comprehensive Plan and Land Development Regulation citations in support of the appeal.
- _____ (c) Drawing, to scale, showing the proposed property under appeal (maximum size of 8-1/2" x 14") as applicable.
- _____ (d) Power of Attorney from the owner of the subject property if the applicant is not the owner, if applicable.
- _____ (e) Proof of Ownership (Tax Assessor's Statement is preferred or a Copy of a Deed). Which ever is chosen to be used as proof of ownership, the complete legal description must be included.

I AM THE OWNER

I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Authorization to Represent) of the property described which is the subject matter of this application. Under penalties of perjury, I declare that I have read said application and all sketches, data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate and reproduce any and all items submitted as part of this request, whether copyrighted or not.

SIGNATURE OF APPLICANT

DATE

The forgoing instrument was acknowledged before me this _____ day of _____ 20
by _____ who is personally known to me, or who has produced as
identification and who did (did not) take an oath.

NOTARY PUBLIC:

SEAL:

NOTARY PUBLIC, State of Florida at Large

My Commission Number: _____

AUTHORIZATION TO REPRESENT

I, _____, owner of the following described property:
PROPERTY ADDRESS: _____,
hereby authorize the following named individual to appear on my behalf at the Planning
Commission and Board of County Commissioners hearings to be held on
_____ and _____:

AUTHORIZED REPRESENTATIVE:
BY:

PROPERTY OWNER

STATE OF FLORIDA
COUNTY OF GADSDEN

The foregoing instrument was acknowledged before me this ____ day of _____,
20____, by _____ who is personally known to me, or who
has produced as identification and who did (did not) take an oath.

NOTARY PUBLIC

NAME: _____

TITLE: _____

COMMISSION NUMBER:

GADSDEN COUNTY LAND DEVELOPMENT CODE

CHAPTER 1. ADMINISTRATIVE AND ENFORCEMENT

SECTION 1600. APPEALS. Any aggrieved or adversely affected party may appeal a final order, interpretation, final permit, vested rights determination, or other action having the effect of being a final decision taken by the Planning Official.

Subsection 1601. Scope. Appeals filed pursuant to this Section shall be limited to final decisions made relative to this Code only. Final decision are those decisions, orders, determinations, or interpretations of this Code made by the Planning Official.

Subsection 1602. Standing. Legal standing for appeals filed pursuant to this section shall be limited to parties which have incurred special damages peculiar to the party which differ in kind to the damages suffered by the community as a whole.

Subsection 1603. Procedures for Appeals from Administrative Decisions. If an applicant seeks to appeal a decision made of this Code by the Planning Official, the following procedure applies:

- A. Any applicant or other person directly affected by an administrative decision who desires review or appeal of an administrative decision made by the Planning Official shall file a written request for such review, within thirty (30) days after the date of the Planning Official's written decision, to the Planning Division. Such request shall provide a detailed explanation as to the merits of the challenge to the administrative decision. The request shall include the following information:
1. The name of the party filing the appeal;
 2. Code citation or other reference as used by the County to identify the appeal;
 3. The administrative decision being appealed;
 4. Any documentation supporting the appeal of the administrative decision;
 5. A statement with specific language of which the appeal is based and a description of how the administrative decision was made; and
 6. A statement of proposed resolution.
- B. The Planning Official shall prepare an analysis of the administrative decision and schedule the appeal for quasi-judicial action in accordance with Subsections 1304 and 1305..

Subsection 1604. Appeals to other actions. Appeals made to any other final action made by the Board of County Commissioners, such as local land use decisions made in context of a quasi-judicial hearing, shall be made to circuit court.

Subsection 1605. Other Relief. All other relief shall be as provided by law.
(Ord. # 2015-012, 10-15-15)