

**APPEALS  
SUBMISSION REQUIREMENTS FOR COMPLETENESS REVIEW**

All Appeals submitted pursuant to Section 516 of the LDC shall include the following:

- Completed Administrative Appeals Application (Form B-17)
- Affidavit of Ownership/Agent Authorization (Form B-2)
- Letter stating nature and grounds for the appeal
- Supporting documents (copy of approvals, denials, Administrative Determination letters, development review comments, etc.)
- Application fee payment receipt

**MANATEE COUNTY GOVERNMENT  
BUILDING AND DEVELOPMENT SERVICES DEPARTMENT  
ADMINISTRATIVE APPEAL APPLICATION**

**FOR STAFF USE ONLY**

Project Number: \_\_\_\_\_ Application Number (DTS): \_\_\_\_\_  
Project Name: \_\_\_\_\_ Completeness Date: \_\_\_\_\_

This application shall be used to appeal any written order, requirements, decision, determination, or interpretation made by an administrative official in the enforcement of the Land Development Code. Appeal requests are heard by the Board of County Commissioners or the Hearing Officer. Attach the written order, requirement, decision, determination, or interpretation written order, requirements, decision, determination, or interpretation from which appeal is sought (Attach as Exhibit "B"). Please attach the appropriate standards checklist and supplementary information forms, as applicable.

**Property Information**

1. Project Numbers of Previous Approvals: \_\_\_\_\_
2. Legal Description: \_\_\_\_\_
3. Parcel ID. Number (PIN) \_\_\_\_\_
4. Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_
5. Lot: \_\_\_\_\_ Block: \_\_\_\_\_
6. Subdivision Name (if Platted): \_\_\_\_\_
7. Present Zoning/Overlays Classifications (Districts): \_\_\_\_\_
8. Present Future Land Use/Overlays Category (District): \_\_\_\_\_
9. Flood Zone Category: \_\_\_\_\_ Flood Map/Panel Numbers: \_\_\_\_\_
10. Existing Use(s) of Subject Property) (i.e.: Agricultural, Conservation, Institutional, Manufacturing, Professional Office, Residential, Retail, School, Vacant): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Property Size (sq ft or nearest quarter of acre.): \_\_\_\_\_
12. Address or Location of Property (to verify current address contact the Address Coordinator):  
\_\_\_\_\_  
\_\_\_\_\_
13. Surrounding Land Use(s) (i.e.: Agricultural, Conservation, Institutional, Manufacturing, Professional Office, Residential, Retail, School, Vacant)  
a. North: \_\_\_\_\_ c. East: \_\_\_\_\_  
b. South: \_\_\_\_\_ d. West: \_\_\_\_\_
14. Description of Proposed Activity or Use (Attach separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Names/Addresses**

List all person(s) having ownership in subject property

- 1. \*Name of Agent's Firm: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_
- 2. Name of Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_
- 3. Second Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\* ALL WRITTEN CORRESPONDENCE WILL BE SENT TO THE AGENT.  
IF THERE IS NO AGENT LISTED, CORRESPONDENCE WILL BE SENT TO THE PROPERTY OWNER.

**Signature**

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or Final Development Approval. By executing this application, I acknowledge that I am familiar with the Rules of Procedure which apply to the boards or commissions which will act on my application and that I have read and understand such Rules of Procedures.

\_\_\_\_\_  
(Signature of Property Owner or Agent)

\_\_\_\_\_  
(Print name)

**E. Notice of Applicants**

A Hearing Officer has authority to decide appeals regarding certificates of Level-of-Service. The Board of County Commissioners has authority to decide appeals from all other matters (Section 516.1).

- 1. An application and notice to appeal authorized under the provisions of this Section shall be filed with the Planning Director in accordance with the general requirements of Section 502 of the Code; provided however that the Planning Director shall not be required to consider an application filed more than thirty (30) days after the date of the decision to be appealed. Provided that an application is filed, the Planning Director shall then make a determination of completeness pursuant to section 502.4 of the Code (Section 516.2).
- 2. Within forty five (45) days after receipt of a complete application, the Planning Director shall review the application and schedule a public hearing to be conducted by the Board; or a Hearing Officer in the case of appeals from Certificates of Level-of-Service Determinations. Notice of the public hearing shall be given in accordance with the general requirements of Section 502 of the Code. At least ten (10) days prior to the date of the hearing, the Planning Director shall forward a copy of the application to the Hearing Officer/Board together with a report and recommendation summarizing the facts of the case, and relevant documents and any comments received on the

application (Section 516.3).

3. The Board or Hearing Officer shall review the application and report and recommendation of the Planning Director and conduct a public hearing on the application in accordance with the requirements of Section 502 of the Code. After the public hearing is held, the Board or the Hearing Officer shall issue a written decision and order granting the relief sought in the application with or without conditions, or denying the application for appeal.

### **Additional Information**

#### **CONTACT:**

**BUILDING AND DEVELOPMENT SERVICES DEPARTMENT  
REVIEWER ON CALL  
1112 Manatee Avenue West, Fourth Floor 34205  
P. O. Box 1000, Bradenton, FL 34206**

**Telephone:** (941) 748-4501, Extension 3070

**Fax Number:** (941) 708-6152

<http://www.mymanatee.org>