

**APPEAL OF ADMINISTRATIVE DECISION BY THE
BUILDING OFFICIAL AND/OR ZONING OFFICIAL
TOWN OF MELBOURNE BEACH
BOARD OF ADJUSTMENT**

The application must be completed and returned with all enclosures referred to herein to the office of the Building Official and/or Zoning Official of the Town of Melbourne Beach. The application will be referred to the Board of Adjustment for their consideration. You will be advised of the date and time of the public hearing before the Board of Adjustment by certified mail.

INFORMATION ABOUT THE HEARING BEFORE THE BOARD OF ADJUSTMENT:

1. If you wish to appeal any determination of the Board of Adjustment, you will need a transcript of the record and copies of all evidence presented. It will be your responsibility and expense to make arrangements for the transcript of the record and copies of all evidence presented.

2. If you intend to present drawings, photographs, copies of documents, maps, or other instruments to the Board of Adjustment, you will need to furnish those documents to the Board's secretary at the hearing. By law, those documents become public records and will **NOT** be returned to you.

3. You may appear at the public hearing in person or be represented by an authorized agent or attorney. If you cannot attend the public hearing, you should make arrangements to have an authorized representative (authorization in writing and notarized) appear on your behalf as the application can be acted upon by the Board even in your absence. Prior to the meeting you should also notify the Town Clerk's office of your intended absence and who will appear on your behalf.

4. The Board of Adjustment may continue the public hearing to a future date if in its sole discretion, it needs further information or research on your application. The Board of Adjustment is not obligated to continue a public hearing however.

5. Your appeal will be considered by the Board of Adjustment at a public hearing. Please think about what you want to say prior to making your presentation. Organize your thoughts; avoid being redundant. You may also bring witnesses to testify on your behalf.

6. The Board of Adjustment may alter the order of presentations; generally the Board will ask the applicant and applicant's witnesses, if any, to make a presentation. The staff and members of the public may be asked to make presentations. Finally, the Board of Adjustment may allow you to present argument in rebuttal to comments from the staff and/or the public.

1. APPLICANT: _____

MAILING ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

2. APPLICANT'S ATTORNEY: _____
(If applicable)

MAILING ADDRESS: _____

3. STREET ADDRESS AND LEGAL DESCRIPTION OF PROPERTY AFFECTED BY
THIS APPEAL: (If applicable)

4. ZONING CLASSIFICATION: _____

5. OWNER OF PROPERTY COVERED BY THIS APPLICATION, IF DIFFERENT THAN
APPLICANT: (See Section 9. c.)

6. PROPERTY OWNER'S MAILING ADDRESS: _____

7. NATURE OF APPEAL: (BE SPECIFIC) _____

- c. Affidavit of Ownership (copy of Deed, Tax Assessor's Statement showing ownership of Affidavit of Ownership) (If Applicable)

Anything attached to or made a part of this application shall be considered to be a part of this application.

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FORGOING APPLICATION FOR APPEAL OF ADMINISTRATIVE DECISION AND THAT THE FACTS STATED IN IT ARE TRUE.

APPLICANT'S SIGNATURE(s)

PRINTED NAME(s) : _____

DATE OF SIGNATURE(s): _____

PROPERTY OWNER'S SIGNATURE(s)
(If different than applicant(s))

PRINTED NAME(s): _____

DATE OF SIGNATURE(s): _____
