



## NOTICE OF APPEAL

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Appealing decision of: \_\_\_\_\_ Administrator (to the Planning and Zoning Commission)  
\_\_\_\_\_ Planning and Zoning Commission (to the Board of County Commissioners)

I, \_\_\_\_\_, do hereby request an appeal of the decision issued in:

Case Name and Number (if applicable): \_\_\_\_\_

on the following described parcel of land: a) Parcel Number: \_\_\_\_\_

b) Address of Parcel (if applicable): \_\_\_\_\_

The grounds for this appeal are: (Specifically identify the part of the written decision you disagree with; attach additional sheets if necessary) \_\_\_\_\_

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- I hereby affirm that I am an owner of real property affected by the above-mentioned decision. The address of my affected property is \_\_\_\_\_ and my mailing address is \_\_\_\_\_.
- I understand that a transcript of a public hearing will be required as part of this application and I will submit 1 original and 4 copies of the transcript. I agree to pay the cost of the said transcript.

Dated: This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Appellant

Appeal Fee: \$365.00 (to the planning and zoning commission) plus transcript  
\$325.00 (to the Board of County Commissioners) plus transcript

## **Instructions on How to Proceed with Appeal**

**The Notice of Appeal and appropriate fee shown on the Notice of Appeal shall be filed by the Appellant with the County Clerk's office (for appeals of Planning and Zoning Commission decisions) or the Development Services Department (for appeals of Administrator decisions).**

**Public notice will be made and advertised once in the local newspaper. The appeal hearing date will be set at least 15 days after the publication of the hearing. A notice of hearing will be mailed to the appellant and, if applicable, all parties involved within 300 feet of the subject property.**

**No new information can be added to the record on appeal. The body hearing the appeal will only consider the information presented to the initial decision-maker whose decision is being appealed.**

**The decision on appeal will be in writing and will be mailed to the appellant.**