



Appeal Application

City of Orange City

Development Services Department
205 E. Graves Avenue, Orange City, FL 32763
Phone: 386-775-5415 Fax: 386-775-5420

Date Received _____

Applicant Information

This is the same name as the applicant on the original application that was made and is being appealed.

Applicant's Name _____ Phone _____

Company _____ Mobile Phone _____

Email address _____

Business Address _____

City _____ State _____ Zip Code _____

Mailing Address _____

City _____ State _____ Zip Code _____

Authorized Agent: See Attached Owner Authorization

Agent's Name _____ Phone _____

Company _____ Mobile Phone _____

Email address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Is applicant the property owner? Yes No

If applicant **DOES NOT** own property, please provide the following:

Property Owner/Name _____ Phone _____

Address _____ Fax _____

City/State/Zip _____ Email _____

Decision Being Appealed

Applicant must respond to the following:

An interpretation or decision was rendered on the _____ day of _____, 20____ by:

_____, _____
(Name) (Title)

the Planning Commission Historic Preservation Board

Such decision was related to Application Type: _____, which is identified as Application/Permit #: _____

Please attach a copy of the above decision and include the reason(s) or grounds for which the applicant is appealing the decision. Attach additional documentation, if necessary, to support the request.



Property Information

Property Address _____

The subject property is located on the **N E S W** side of _____
(circle one)
approximately _____ feet/miles from its intersection with _____

Parcel No. _____ see attached list Property Acres _____

Legal Description _____
_____ see attached legal description

Future Land Use Map Designation: _____ Zoning Classification: _____

Current Use of Property Vacant Developed Undeveloped
(check all that apply) Residential Non-Residential Partially Developed

Proposed land or building use _____

Information to Accompany Application

- Copy of Warranty Deed, as verification of property ownership
- Copy of certified survey of property
- Letter of authorization if applicant or agent is not the property owner
- Copy of the above decision
- Reason(s) or grounds for which the applicant is appealing the decision
- Other documentation supporting the requested appeal

Signature & Notarization

I, the Undersigned Applicant, agree that I / (We) am / are the owner(s) of the above mentioned subject property or have submitted notarized owner authorization, and agree that all of the above information is true and correct to the best of my knowledge.

Print Applicant's Name

Print Applicant's Name

Applicant's Signature

Applicant's Signature

State of _____
County of _____

Subscribed and sworn to (or affirmed) before me on this the _____ day of _____ 20__ who is/are personally known to me or has/have produced _____ as identification.

Signature, Notary Public

Notary Stamp



Section 3.11. Appeals. *(Rev. Ord. No. 551 1.26.16)*

3.11.1. Right of appeal. Any person aggrieved by a decision regarding code interpretations or actions by a city official, technical review committee, planning commission or by the city council, may appeal such interpretation or action as specified below. The city council on its own motion may review on appeal any decision of any board concerning any matter on which a board has acted. Such appeal shall be filed within 30 calendar days after rendition of said order, requirement, decision or determination. The appeal shall be made by letter to the city clerk with a copy filed with the development services department. All appeals will be considered in a de novo proceeding.

A. An appeal of interpretations and decisions of a city official or technical review committee, other than the chief building official and fire marshal, shall be appealed to the city manager.

B. An appeal of actions of the planning commission or decision of the city manager shall be made to the city council. At the conclusion of the hearing, the city council may reject, approve or amend the decision of the planning commission or city manager. The decision of the city council will be final.

C. Appeal from a final decision of the city council shall be made to a court of competent jurisdiction for judicial review as provided by law.

D. Any person aggrieved by a decision of the chief building official or fire marshal related to the current edition of the Florida Building Code shall follow the appeal procedures as specified in said code.

3.11.2. Application, fee and transmittal of records. Applications specifying the interpretation or action appealed, including the grounds thereof shall be submitted as described below. A filing fee, as adopted by resolution of the city council, shall accompany all applications for an appeal.

A. Applications for an appeal to be heard by the city council shall be filed with the DSD on a form supplied by the DSD. The DSD shall transmit to the city council all the documents, plans, papers or other materials constituting the record upon which the action being appealed was taken. Appeals of decisions by the city council shall be to the circuit court.

B. The planning commission and the city council respectively, shall fix a reasonable time for the hearing of appeal, give public notice thereof, and due notice to the parties in interest and decide the same within a reasonable time. At the hearing any party may appear in person or be represented by an agent or by an attorney-at-law authorized to practice in the State of Florida.