



Islamorada, Village of Islands Planning & Development Services

86800 Overseas Highway, Islamorada, FL 33036
T: 305-664-6400, F: 305-664-6467

APPLICATION FOR ADMINISTRATIVE APPEAL

Pursuant to Code Chapter 30, Article IV, Division 4

Application Type:	Fee:	*Deposit:	Total Fee:
Residential	\$1,800.00	\$500.00	\$2,300.00
Nonresidential	\$3,900.00	\$500.00	\$4,400.00

* A deposit is required for development approval or permits which necessitate additional review and processing, and/or public hearing and notice requirements. Applicants are required to pay a cost recovery deposit which shall be credited toward the fee charged for such additional review and processing and shall pay additional deposits as may be required from time to time. A debit based upon the actual time expended in reviewing an application and the applicable actual amount charged to the Village shall be charged against the cost recovery deposit.

Any person aggrieved by an administrative decision or interpretation of the Director of Planning and Development Services, the Building Official or other Village administrative official regarding the provisions of Chapter 30, Land Development Regulations, of the Code of Ordinances of Islamorada, Village of Islands, may appeal such decision or interpretation. The appeal shall be initiated within 30 days of the date of the administrative decision or interpretation by filing this application with the Director.

APPELLANT:

Name: _____
Mailing Address: _____
Primary Phone: _____ Fax: _____
Email: _____

AGENT (if applicable): Property owner must submit a **notarized** letter authorizing the applicant/agent to act on their behalf including the agent's name, address and phone number.

Name: _____
Mailing Address: _____
Primary Phone: _____ Fax: _____
Email: _____

PROPERTY OWNER:

Name: _____
Mailing Address: _____
Primary Phone: _____ Fax: _____
Email: _____

LEGAL DESCRIPTION OF PROPERTY: If in metes and bounds, attach legal description on separate sheet.

Physical Address: _____ Mile Marker: _____

Lot: _____ Block: _____ Subdivision: _____

Plantation Key Windley Key Upper Matecumbe Key Lower Matecumbe Key

Real Estate (RE) Number: _____ Alternate Key: _____

Zoning District: _____ Future Land Use Category: _____

Application for Administrative Appeal

Are there any pending codes violations on the property? Yes (Case # _____) No

A COPY OF THE BASIS FOR THE APPEAL IN THE NATURE OF AN INITIAL BRIEF AND ANY EVIDENCE INCLUDING TESTIMONY, AFFIDAVITS AND THE CURRICULUM VITAE OF ANY EXPERT WITNESS THAT WILL BE CALLED MUST BE ATTACHED TO THIS APPLICATION. The brief must at a minimum state all grounds for the appeal, including but not limited to, the law being appealed and any facts necessary for the interpretation of those laws. (Attach additional sheets of paper.)

All of the following must be submitted in order to have a complete application:

- Correct fee – Total Fee (check or money order to “Islamorada, Village of Islands”, or payment online through the portal)
- Proof of ownership (i.e. warranty deed)
- Current property record card(s) from the Monroe County Property Appraiser
- A copy of the document(s), which comprise the administrative decision being appealed
- Any evidence and record which forms the basis for the appeal must be submitted with this application
- Names and addresses of all expert witnesses that you propose to call at the hearing
- Photograph(s) of site from adjacent roadway(s)
- Notarized agent authorization letter from all owners of the subject property (if applicable)
- Signed and sealed boundary survey (if applicable)

If deemed necessary to complete a full review of the application, the Planning and Development Services Department reserves the right to request additional information. If new evidence, or the basis for appeal, is submitted at the hearing, Staff shall request that the hearing be continued to the next meeting so that Staff has the opportunity to prepare a response to the new evidence. If the applicant does not submit the basis for the appeal with the application, Staff will recommend denial of the appeal.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I certify that all information required has been provided.

Digital signatures do not require notarization when they can be verified by a Trusted Certificate issued by a third-party Certificate Authority. If you are not using a “verifiable digital signature”, print this document and have it notarized.

Signature of Applicant

Date

Print Name: _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me by means of _____ physical appearance or _____ online notarization, this _____ day of _____, 20____, by _____ (name of person signing the application) as _____ (type of authority e.g. officer, manager / member, trustee, attorney in fact) for _____ (name of entity or party on behalf of whom application was executed).

Signature of Notary Public

SEAL:

Personally Known Produced Identification

Type of ID _____