

## SECTION 26.0 APPEALS

### Section 26.01 Purpose

This Section sets out the procedures for Appeals to decisions of the Planning and Zoning Agency as allowed by Part 9.07.03 of the Land Development Code, Appeals to the Ponte Vedra Zoning Adjustment Board as allowed by Part XII(K) of the Ponte Vedra Zoning District Regulations. Appeals to decisions of an Architectural Review Committee or Design Review Board as allowed by Part 9.07.04 of the Land Development Code, and Appeals to decisions of the County Administrator in enforcing the Code as allowed by Part 9.07.02 of the Land Development Code and appeals to decisions of the Concurrence decisions as allowed by Part 11.06.00 of the Land Development Code.

### Section 26.02 Introduction

An applicant or an adversely affected party, as defined in Section 9.07.01 of the Land Development Code, may appeal any final decision of the Planning and Zoning Agency, Ponte Vedra Zoning Adjustment Board, Architectural Review Committee or Design Review Board, County Administrator or Concurrence Review Committee to the Board of County Commissioners. Appeals are made to the Board of County Commissioners by filing a notice of appeal with the County Administrator, through the Growth Management Department, within thirty (30) days of the date when the written final order is signed and dated. The decision of the Board of County Commissioners shall constitute final action for the county and may, thereafter be appealed to circuit court in accordance with Florida law.

Appeals are processed by the Division of the Growth Management Department responsible for the application or decision.

Address            4040 Lewis Speedway  
                         St. Augustine, FL 32084

Phone:            904-209-0675-GENERAL INFORMATION  
Fax:                904-209-0576

E-mail:            [plandept@sicfl.us](mailto:plandept@sicfl.us)

**Filing Fee**       plus the cost of advertising

### Section 26.03 Application Process

- A. Appeals must be submitted by an adversely affected person or any applicant. The appeal must be filed within thirty (30) days of the signed final Order or decision.
- B. Complete Application Form.
- C. Filing Fee.

- D. Submit with application form the following additional documents/information.
1. Narrative of reasons for appeal citing the alleged adverse effect being suffered by the appellant and/or those who share the adverse effect. (Refer to Part 11.06 of the LDC for specific criteria for appeals of CRC decisions.)
  2. Specific error alleged as grounds of Appeal.
  3. List of adjacent property owners in any Planning and Zoning Agency, Ponte Vedra Zoning and Adjustment Board, Design Review Board or Architectural Review Committee application. Addressed and stamped envelopes as provided above (not required for other decisions).

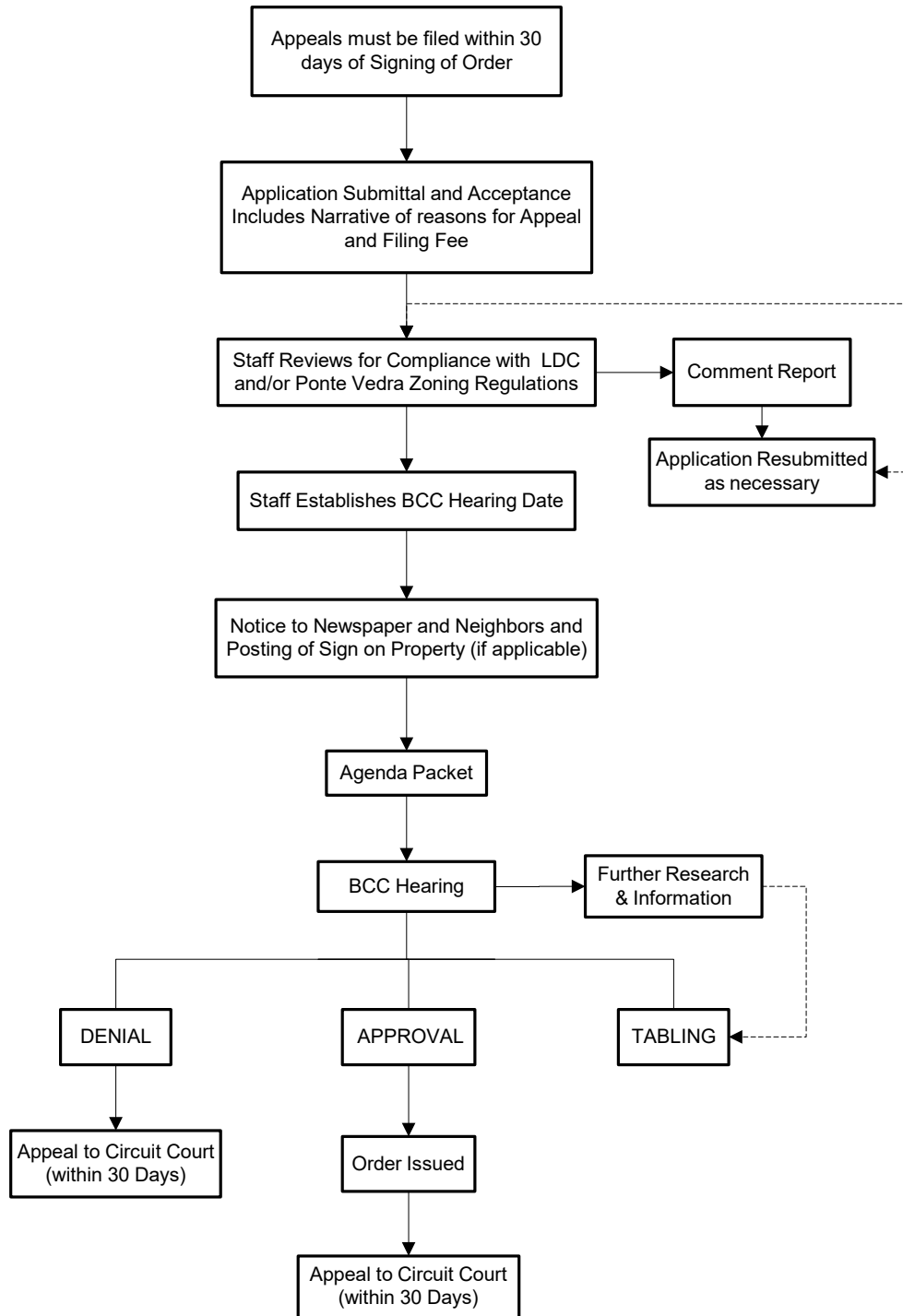
The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

4. Any additional information may be provided to support request.

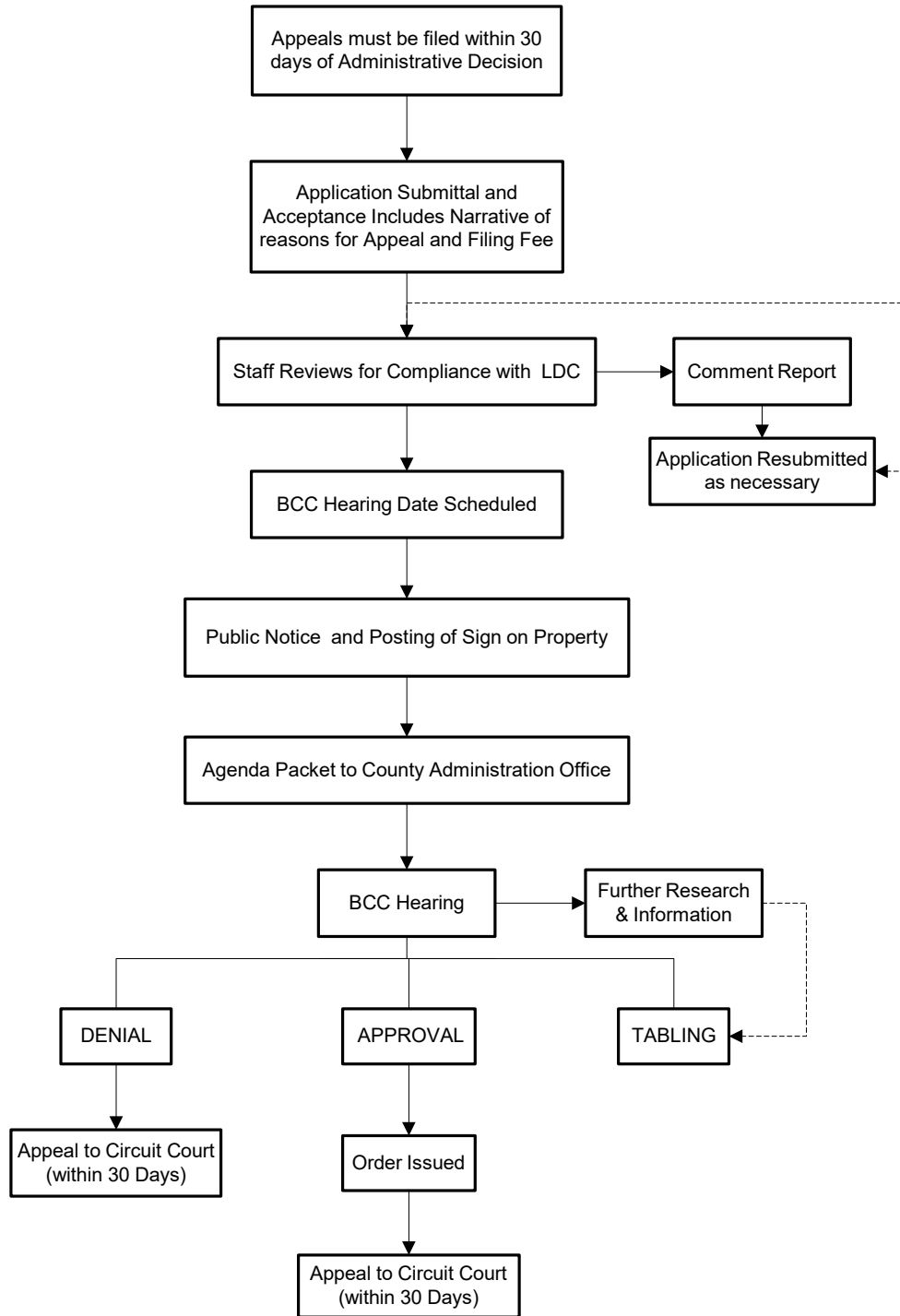
#### **Section 26.04 Public Hearing Process**

- A. After submission of a completed application and appropriate fees a public hearing before the Board of County Commissioners will be scheduled, on the next reasonably available meeting.
1. If applicable, a notice is mailed to property owners within 300 feet of the property. Notification is also sent to the applicant advising of the hearing date.
  2. Staff shall cause a notice to be published in the St. Augustine Record not less than fifteen (15) days in advance of the scheduled hearing.
- B. The public hearing by the Board of County Commissioners shall be conducted as a quasi-judicial hearing as set forth in Part 9.06, Land Development Code. The decision of the Board of County Commissioners shall constitute final action for the County, and may thereafter, be appealed to Circuit Court in accordance with Florida Law.

**St. Johns County  
 Procedures for Appeals from decisions of the  
 Planning & Zoning Agency, Ponte Vedra Zoning & Adjustment Board,  
 Architectural Review Committee, or Design Review Board**



## St. Johns County Procedures for Administrative Appeals





# St. Johns County Growth Management Department Application for Appeal

The Appeal must be submitted within thirty (30) days  
of the date when the written final order/decision is signed and dated.

Date  Appeal of a:

Project Name

### Appellant's Information

Name  Phone Number

Address  email \_\_\_\_\_

City  State  Zip Code

Location of property that is the subject  
of his Appeal.

Parcel ID Number

Administrative official whose decision is being appealed

*may attach narrative*

Specific error alleged as the grounds for the Appeal

*may attach narrative*

Describe what interest the person  
filing this Appeal has in the issue(s)  
being appealed.

**I hereby certify that all information is correct and request an appearance before the Board of County Commissioners for Public Hearing on the above mentioned Appeal.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

Information of person to receive all correspondence regarding this application:

Name  Phone Number

Address  email \_\_\_\_\_

City  State  Zip Code

When a person decides to appeal a decision made by any St. Johns County Board or Committee, with respect to any matter considered at a public meeting, he may need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



# ADJACENT PROPERTY OWNERS LIST REQUEST FORM

(Complete this form and return it to the technician handling your application or email it directly to the attention of the GIS Division at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us))

Date Requested  Date Needed By (3 day minimum)

Project Name

Applicant Name

Address  (address that "Adjacent Property Owners List" will be mailed to) Phone Number

City  State  Zip Code

Application Type  Hearing Date

*if applicable*

Application Number (if available)

(Example: PUD2004000012; REZ2004000035, MINMOD2004000026)

Parcel Number(s)

Legal Description (may be an attachment)

Format (please check one)

Digital Format email   
(email address required for digital format delivery)

Hard Copy printout ready for copying onto standard mailing labels

For the purpose of notice requirements to adjoining Owners within three hundred (300) feet, the names and addresses may be provided by the St. Johns County Administrator to the Applicant, which list shall include said information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the last date that such ten (10) day notice must be mailed.

NOTE: This information is provided to you by the St. Johns County Geographic Information Systems Division. This list complies with the St. Johns County Land Development Code Section 9.06.04 Notice of Hearings which sets forth adjoining owners within 300 feet of subject property be notified. If you have any questions, including the status of your request, please contact GIS Addressing by email at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us).

**For County Departmental Use Only:**

Date  File Name

Comments