

INSTRUCTIONS FOR APPEALS OF ADMINISTRATIVE DECISIONS

\$500.00 Application Fee

Appeals to the governing body for an administrative decision may be taken by any person aggrieved by the decision of the administrative official. Such appeal shall be taken within thirty (30) days after rendition of the order, requirement, decision, or determination appealed by filing with the administrative official from whom the appeal is taken and with the governing body an application of appeal specifying the grounds thereof. Upon a hearing, any party may appear in person, by agent, or by attorney.

Each appeal of an administrative decision shall be typewritten or neatly printed and shall include the following:

1. Two (2) copies (original and one copy) of a letter signed by the petitioner stating the reason for the appeal.

Items 2 – 5 apply only if the appeal involves a specific parcel of land.

2. Proof of Ownership (copy of warranty deed)
3. Two (2) copies of a site plan no larger than 11" x 17", drawn accurately and to scale, meeting at a minimum the following requirements:
 - a. Building and parking size and location, existing and proposed.
 - b. Setbacks from property lines of all buildings, existing and proposed.
 - c. All existing and proposed adjacent streets, alleys, and other public ways.
4. One (1) copy of a sketch showing all property owners within 250 feet of the boundaries of the property covered by this application.**
5. One (1) copy of a list of the names and addresses of all property owners within 250 feet of the property covered by this application.**

****NOTE:** Sketch and list must be obtained from the County's current tax roll (contact Hernando County Property Appraiser's Office, at (352) 754-4190 or a current record search may be performed by a title company.

6. Non-refundable fee in the amount of \$500.00.

The Zoning Division shall, upon fixing a date for the Public Hearing, publish a legal notice of the time, place, and purpose of such hearing in a newspaper of general circulation in the county at least ten (10) days prior to the hearing.

The Zoning Division shall mail a notice of the upcoming public hearing to all owners of property within 250 feet of the boundaries of the property covered in the application, if the appeal involves a specific parcel of land.

The petitioner shall be present at all meetings involving the appeal.

Failure to meet any of the requirements is grounds for denial of the request.

Withdrawal of applications shall be in writing and at least five (5) days prior to the scheduled hearing.