

**CITY OF CORAL GABLES
OFFICE OF THE CITY CLERK
APPLICATION FOR APPEAL**

Please indicate by checking in the box the appropriate board.

**BOARD OF ADJUSTMENT
BOARD OF ARCHITECTS
HISTORIC PRESERVATION BOARD
PLANNING AND ZONING BOARD
CONCURRENCY DETERMINATION**

**BOARD ACTION:
DATE/DECISION RENDERED**

BOARD SECRETARY

NAME

Please provide within 14 days after a decision has been rendered by the Board. Applicant must provide the following:

(FOR APPLICANT ONLY)

Completed and signed application form or a request in writing for an appeal.
Receipt of order placed requesting verbatim transcript (or minutes summation), if required.
\$913.50 check – Appeal Fee - made out to the City of Coral Gables.
Receipt of request for mailing labels – 1,000 sq. foot radius.
Mailing labels received.
Rendition letter from either of the boards noted above.
Mailing Labels (2 sets) received; public notice to affected property owners within 1,000 sq. foot radius - by no later than 14 days prior to City Commission meeting.
Yes No *10 days deadline for filing appeal from a decision of the Board has been met*

(FOR BOARD SECRETARY)

Please provide within twenty-four (24) hours following request being made by the City Clerk's Office upon receiving notice that an appeal has been filed:

A Rendition Letter from the Board denoting the action(s) taken.
Approval of draft notice or advertisement prepared by the City Clerk's Office.

(FOR APPLICANT ONLY)

Please provide by the seventh (7) day prior to City Commission Meeting the following information:

- Verbatim Transcript – 1 original (City Clerk) and 15 copies for the City Commission packet
- Agenda packet preparation by affected Board/Department: City Clerk's Office forwards verbatim transcripts, received ; date advertisement was placed in newspaper (for inclusion in Agenda Cover Page).

[Note: Please be advised that appeals from negative concurrency determination are not required to submit a verbatim transcript (or minutes summation) with the City Clerk].

Please provide a letter to City Manager with a copy to the City Clerk and Board Secretary requesting postponement of appeals.

(FOR APPLICANT ONLY)

Letter received by City Manager (First postponement request)
Letter received by City Manager (Second postponement request)
Appeal scheduled for Commission review (Second postponement or more)
Appeal postponement fees paid

Please provide a letter to the City Manager with a copy to the City Clerk and Board Secretary requesting postponement of appeals.

(FOR APPLICANT ONLY)

- ___ Letter received by City Manager (First postponement request)**
- ___ Letter received by City Manager (Second postponement request)**
- ___ Appeal scheduled for Commission review (Second postponement or more)**
- ___ Appeal postponement fees paid.**