



121 SW Flagler Ave
 Stuart, FL 34994
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BOARD OF ADJUSTMENT (BOA) EXHIBIT A (10.02.02)

Please print clearly and provide all required information

DEVELOPMENT DEPARTMENT USE ONLY	
BOA Case#	

Application Fee	\$819.20	
Notification Sign	\$20.48	
<p><i>The following requirements are the responsibility of the applicant and must be fulfilled prior to being scheduled for a public hearing.</i></p>		
<p>I. Prior to submittal of application, the petitioner must schedule a pre-application meeting with staff.</p> <p>II. Submit application and all supporting documents listed in Section C of this application.</p>		
<p><i>The following requirements are the responsibility of the applicant and must be fulfilled prior to the public hearing.</i></p>		
<p>I. Notification of Public Hearing</p> <p style="margin-left: 40px;">A. Mail Out:</p> <p style="margin-left: 40px;">The applicant shall send a letter notifying all surrounding property owners (within 300 lineal feet of the boundary of the subject property) of the public hearing. Content of the notification letter shall be in accordance with Section 10.02.06 C and must be approved by staff prior to mailing. The letter must be sent by regular mail and postmarked a minimum of 15 days prior to the public hearing.</p> <p style="margin-left: 40px;">*Note: List of Names, addresses and legal descriptions of surrounding property owners can be obtained through a title company or the Martin County Property Appraisers Office.</p> <p style="margin-left: 40px;">B. Sign Posting:</p> <p style="margin-left: 40px;">The City shall post the sign, provided by the city in a conspicuous place on or near the front of the property a minimum of 15 days prior to the public hearing date. The applicant shall take a photograph of the sign as posted on the site.</p> <p>III. Submittal of Affidavit Attesting Notification</p> <p style="margin-left: 40px;">The applicant must submit, a minimum of five days before the hearing:</p> <ol style="list-style-type: none"> Affidavit Attesting to Notification and Photograph of the sign posted on the site. 		

A.	PROJECT NAME			
	PARCEL ID#			
	ZONING			
	FUTURE LAND USE			
	LEGAL DESC.			
	STREET ADDRESS			
	CONTACT		E-MAIL	
	COMPANY			
	PHONE		FAX	

B.	PROPERTY OWNER/DEVELOPER (IF DIFFERENT FROM ABOVE)			
	NAME			
	STREET ADDRESS			
	CITY			
	STATE		ZIP	
	PHONE		FAX	

C.	SUBMITTAL REQUIREMENTS (14 Copies of Each)				
	BOUNDARY SURVEY		ARCHITECTURAL ELEVATIONS		
	LANDSCAPE PLAN				
	SITE PLAN				

D.	SUMMARY OF VARIANCE REQUEST	
	SUMMARY OF HARDSHIP	

Application is hereby made to obtain a permit to do the work as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and site work in this jurisdiction.

OWNERS AFFIDAVIT	I certify all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.
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WARNING TO OWNERS	Your failure to record a Notice of Commencement may result in your paying twice for the improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.
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Signature (Owner/Owner Agent/Contractor)	Signature(Consultant/Engineer)
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State of Florida, Martin County	State of Florida, Martin County
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The foregoing instrument was acknowledged before me on this _____ day of _____ by _____ who is personally known to me, or who has produced _____ as identification and who did/did not take an oath.	The foregoing instrument was acknowledged before me on this _____ day of _____ by _____ who is personally known to me, or who has produced _____ as identification and who did/did not take an oath.
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Notary signature	Notary signature
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Seal:

Seal: