

BOARD OF ADJUSTMENT & APPEAL APPLICATION PROCESS

The Board of Adjustment & Appeal (BAA) meets on the third Wednesday of the month at 3:00 p.m. in Dunedin City Hall located at 737 Louden Avenue. All data and materials submitted with the application becomes a permanent part of the public records.

Pre-Application Meeting

Applicant must schedule a pre-application meeting with staff. Contact: Frances Leong-Sharp at (727) 298-3200 or Frances.Sharp@Dunedin.gov

Application to BAA Submittal

All requirements must be submitted.

Staff Review of Application for Completeness

Average time to complete is 3-5 business days from submittal.

Notify Applicant of BAA Hearing Date

Letter of Notice for Mailing by Applicant

Staff prepares a Letter of Notice to abutting property owners and a list of property owners within 250 feet for mailing by the applicant at least 14 days prior to public hearings.

Mailing instructions will be provided.

Applicant Submits Certificate of Mailing for Letter of Notice

Must be submitted at least 14 days prior to BAA hearing.

Staff Prepares and Submits Legal Advertisement to Tampa Bay Times

Must be published at least 14 days prior to BAA hearing.

Staff Posts Public Notice on Subject Property

Must be posted at least 14 days prior to BAA hearing and shall remain posted on the property until after the BAA hearing is complete.

Staff Report Published on City Website

Usually published on the Friday prior to the scheduled BAA Hearing.

Board of Adjustment & Appeal Hearing