

# BUILDING BOARD OF ADJUSTMENT & APPEAL APPLICATION PROCESS

1. **Application must be submitted** at least thirty (30) days in advance of initial board hearing, on date specified by Community Development Department. The Building Board of Adjustment & Appeal meets on the fourth Wednesday of the month at 3:00 pm at Dunedin City Hall, 542 Main Street. All requirements must be met prior to scheduling of meeting.
2. **All data and materials submitted** with application become a permanent part of the public records.

## Pre Application Meeting

Applicant must schedule a pre-application meeting with staff. Please contact Frances Leong-Sharp at (727) 298-3200 or [fsharp@dunedinfl.net](mailto:fsharp@dunedinfl.net) to schedule.

## Applicant Submittal (including all requirements)

**Staff Review application for completeness** (2-3 days from submittal)

**Notify applicant of acceptance of application  
and Date of Building Board of Adjustment & Appeal Meeting**

## Staff prepares and sends Letter of Notice to Applicant

A legal requirement of the application, a *Letter of Notice* will be prepared for Applicant by Customer Development Department to send to property owners within a 250' radius of the property. A list of property owners from the Pinellas County Property Appraisers Office website, [www.pcpao.org](http://www.pcpao.org), will be prepared and is formatted for labels. **Instructions for Applicant:**

1. Print out 2 copies of the address listing. One copy will be to take to the Post Office, the other will be printed on labels.
2. Review the listing and cross out duplicates and any "City of Dunedin" addresses. You will not need to send those addresses a letter.
3. Put a label on each envelope, or handwrite if you do not wish to use labels. Please use your own return address on the letters.
4. Print out the Letter of Notice, sign at the bottom and make a copy for each address.
5. Stuff envelopes, stamp each envelope and seal.
6. Once addressed and stamped/sealed, please take them to the USPS along with the printed copy of the address list and ask for a **Certificate of Mailing** (not certified mail). They will match the listing against your letters, so please bundle them in order of the printed list.

## Applicant submits proof of Certificate of Mailing

Original must be completed, dated, and returned 2 weeks prior to BBAA Meeting

## Staff prepares and submits advertisement to Tampa Bay Times

### Staff post public notice on property

This notice includes date/time of BBAA meeting and shall be maintained as posted and shall not be removed until after the hearing.

**Staff Report on City Website [www.dunedingov.com](http://www.dunedingov.com)**  
Posted Friday prior to BBAA Meeting

**BUILDING BOARD OF ADJUSTMENT & APPEAL MEETING**