

**SAMPLE LETTER TO SURROUNDING PROPERTY OWNERS**

(month) (day), (2020)

(addressee from the certified property owners list)  
(address)

Subject: Request for a variance by Mark Gallagher to reduce the centerline setback requirements pursuant to Section 3.407. R-3A Liberal Multiple-family District., Land Development Regulations (LDR) to permit the construction of a single-family home, garage and pool. The subject property is to be located at 1353 NE Skyline Drive in Jensen Beach, Florida.

Legal Description: Lot 21, Indian River Gardens according to the plat thereof, as recorded in Plat Book 4, Page 70, Public Records of Martin County, Florida.

Dear (property owner):

As a landowner within 300 feet of the property identified in the legal description and shown on the map attached to this letter, please be advised that consideration of a request for a variance as noted above will occur at a public hearing.

The date, time and place of the scheduled hearing are as follows:

**BOARD OF ZONING ADJUSTMENT**

Date: Thursday, January 28, 2021  
Time: 7:00 P.M. or as soon as it can be heard after this time  
Place: Martin County Administrative Center, Commission Meeting Room, First Floor  
2401 S.E. Monterey Road, Stuart, Florida 34996

All interested persons are invited to attend and be heard. Persons with disabilities who need an accommodation in order to participate in this proceeding are entitled, at no cost, to the provision of certain assistance. This does not include transportation to and from the meeting. Please contact the Office of the ADA Coordinator at (772) 320-3131, or the Office of the County Administrator at (772) 288-5400, or in writing to 2401 SE Monterey Road, Stuart, FL 34996, no later than three days before the meeting date. This notification can be reproduced in an alternative format upon request by contacting the Office of the ADA Coordinator at (772) 320-3131. Persons using a TTY device, please call 711 Florida Relay Services.

When attending a public hearing, a member of the public may speak during the public comment portion of the public hearing. A person may also participate in the public meeting as an Intervenor. An Intervenor may ask questions of the staff, applicant and give testimony on the subject of the public hearing. In order to be an Intervenor, a person must qualify to receive mailed notice of the subject application in accordance with Section 10.6.E., Land Development Regulations, Martin

County Code. In addition, an Intervenor must file a form of intent with the County Administrator not less than 7 business days prior to the Board of Zoning Adjustment meeting. No fee will be assessed on Intervenor. If the Intervenor is representing a group/association, he/she must file a letter on official letterhead signed by an authorized representative of the group/association, stating the he/she is authorized to speak for the group. Forms are available on the Martin County website [www.martin.fl.us](http://www.martin.fl.us). Any documentation, including all dvd, cd or video cassette tapes, intended to be proffered as evidence must be submitted to the Growth Management Department at least 7 business days prior to the meeting.

If any person decides to appeal any decision made with respect to any matter considered at the meetings or hearings of any board, committee, agency, council or advisory group, that person will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record should include the testimony and evidence upon which the appeal is to be based.

For further information, please call the Growth Management Department at 772-288-5495. All written comments should be sent to Paul Schilling, Growth Management Director, (e-mail: [pschilli@martin.fl.us](mailto:pschilli@martin.fl.us)) or 2401 SE Monterey Road, Stuart, FL 34996. Copies of the item will be available from the Growth Management Department.

Sincerely,

*(applicant's name)*

Attachments: Location Map  
Site Plan