



Notice of Public Hearing Instructions:

Before the Public Hearing

In order for certain development application's to go to a public meeting, the public needs to be notified by letter in the mail and a posted sign on the subject property.

Prior to the public meeting, the applicant must drop off mailers and pick up the sign posting from the Community Development Department at Tequesta Village Hall at 345 Tequesta Dr.

The mailers must be sent out 10 days before the meeting and the sign shall be posted 14 days prior to meeting. The applicant can drop off mailers and pick up the sign posting 15 days or more prior to the public meeting. Follow the instructions below for directions for both mailers and sign posting.

Step 1: Provide a list of addresses within a 300' radius of the subject project. (Pictured instructions below, pages 3-7.)

1a. Go to the Palm Beach County Property Appraiser (PAPA) website.

[Property Appraiser, Palm Beach County, Florida, USA \(pbcgov.org\)](http://pbcgov.org)

1(b). Type in and find your address in the search bar of the property appraiser website.

1(c). Select "Show Full Map," this will bring you to an aerial view of the selected property.

1(d). Select the "tools," tab.

1(e). Type in 300 in the "select parcels with buffer," and press GO.

1(f). A buffer of 300ft is shown around the property.

1(g). Select the "mailing" option in the report section.

1(h). Download the report to see the list of Parcel Number, Owner Name, Owner Name 2, Mailing 1, Mailing 2, City State & Zip, Site Address, and Buffer.

1(i). Send the list of the addresses AND a map of 300' radius to the Community Development Department.

Mailers

Provide the list of addresses within 300' radius of parcel under review, with a map from the property appraiser.

Prepare self- adhesive envelopes with the following:

- Addresses of the property owners within 300ft
- The Village of Tequesta return address label
- Paid postage

Drop off the envelopes so the community development department can fill the envelopes with the public notice form corresponding to the application.

Sign Posting

The community development department will provide the applicant a 3'x4' sign to post on the parcel, the applicant will be required to provide stakes for the signs to be posted with.

- The applicant must acquire 2 wooden 2x4's and nail the sign in the boards. Insert the wooden stakes into the ground.
- This sign must be posted no later than 14 days prior to the first public hearing meeting.
- One sign must be posted on each right-of-way that the property has frontage on. The sign shall be placed in a visible location in the front of the subject property.
- The signs shall be placed within 25 feet of the nearest right-of-way.
- The applicant shall reimburse the village for all such fees or costs within 30 calendar days from the date of the issuance of any invoice to the applicant by the village for payment of the additional costs, fees, and expenses. The failure of an applicant to reimburse the village for such costs, fees, and expenses within the 30-day period shall result in the creation of a lien in favor of the village against the applicant and any real and personal property owned by the applicant in the state.

After the Public Hearing

The applicant shall take down the sign within ten days after the public hearing and dispose of the sign.

How To Get Addresses Within 300 Feet

Step 1 pictures:

1(a). Go to the Palm Beach County Property Appraiser (PAPA) website.

The screenshot shows the homepage of the Palm Beach County Property Appraiser (PAPA) website. At the top, there is a navigation bar with the PAPA logo, the name "DOROTHY JACKS CFA, AAS", and the tagline "Palm Beach County Property Appraiser We Value What You Value". Below the navigation bar, there is a large banner featuring a portrait of Dorothy Jacks and a quote: "I am committed to having the best staff and systems in place to ensure a fair and equitable determination of property values for all Palm Beach County property owners." To the right of the banner is a "PROPERTY APPRAISER PUBLIC ACCESS" section with a dropdown menu set to "Real Property", a search bar containing "345 Tequesta Dr", and a "Search" button. Below the search bar are three buttons: "MyPAPA", "More Search Options", and "Advanced Sales Search". To the right of the search bar are three buttons: "Questions or Comments", "Call Us", and "Visit Us". Below the banner is a "QUICKLINKS" section with four buttons: "Homestead Exemption E file", "Tangible Personal Property E file", "Mail Address Change Form", and "Data Requests". To the right of the quicklinks is a large graphic with the word "Portability" and an illustration of two houses connected by an arrow.

1(b). Type in and find your address in the search bar of the property appraiser website.

This is a close-up screenshot of the search bar on the PAPA website. The search bar is titled "PROPERTY APPRAISER PUBLIC ACCESS" and has a dropdown menu set to "Real Property". The search bar contains the text "345 Tequesta Dr" and a "Search" button. Below the search bar, the address "345 Tequesta Dr, Tequesta 33469" is displayed. Below the address are three buttons: "MyPAPA", "More Search Options", and "Advanced Sales Search".

1(c). Select "Show Full Map," this will bring you to an aerial view of the selected property.

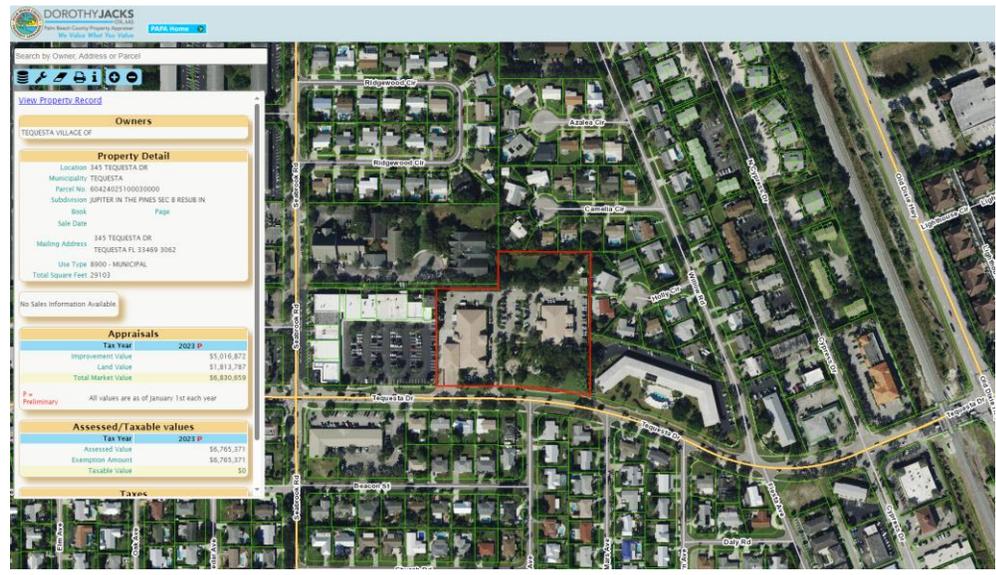
Property Detail

Location Address	345 TEQUESTA DR
Municipality	TEQUESTA
Parcel Control Number	60-42-40-25-10-003-0000
Subdivision	JUPITER IN THE PINES SEC B RESUB IN
Official Records Book/Page	/
Sale Date	
Legal Description	JUPITER IN THE PINES SEC B RESUB PAR C (VILLAGE HALL) & 30-40-43, WLY 300 FT OF NLY 435 FT OF SLY 1439.75 FT OF SW 1/4 IN OR1706P736

[Show Full Map](#)



[Nearby Sales Search](#)



DOROTHYJACKS
Palm Beach County Property Appraiser
My Value My Way Value

Search by Owner, Address or Parcel

[View Property Record](#)

Owners
TEQUESTA VILLAGE OF

Property Detail

Location 345 TEQUESTA DR
Municipality TEQUESTA
Parcel No. 60424025100030000
Subdivision JUPITER IN THE PINES SEC B RESUB IN
Book Page
Sale Date
Mailing Address 345 TEQUESTA DR
TEQUESTA FL 33449 3062
Use Type 8000 MANICAPL
Total Square Feet 29193

No Sales Information Available

Appraisals

Tax Year	2023 P
Improvement Value	\$5,016,872
Land Value	\$1,813,787
Total Market Value	\$6,830,659

Assessed/Taxable values

Tax Year	2023 P
Assessed Value	\$5,765,371
Exemption Amount	\$6,765,371
Taxable Value	\$0

Taxes

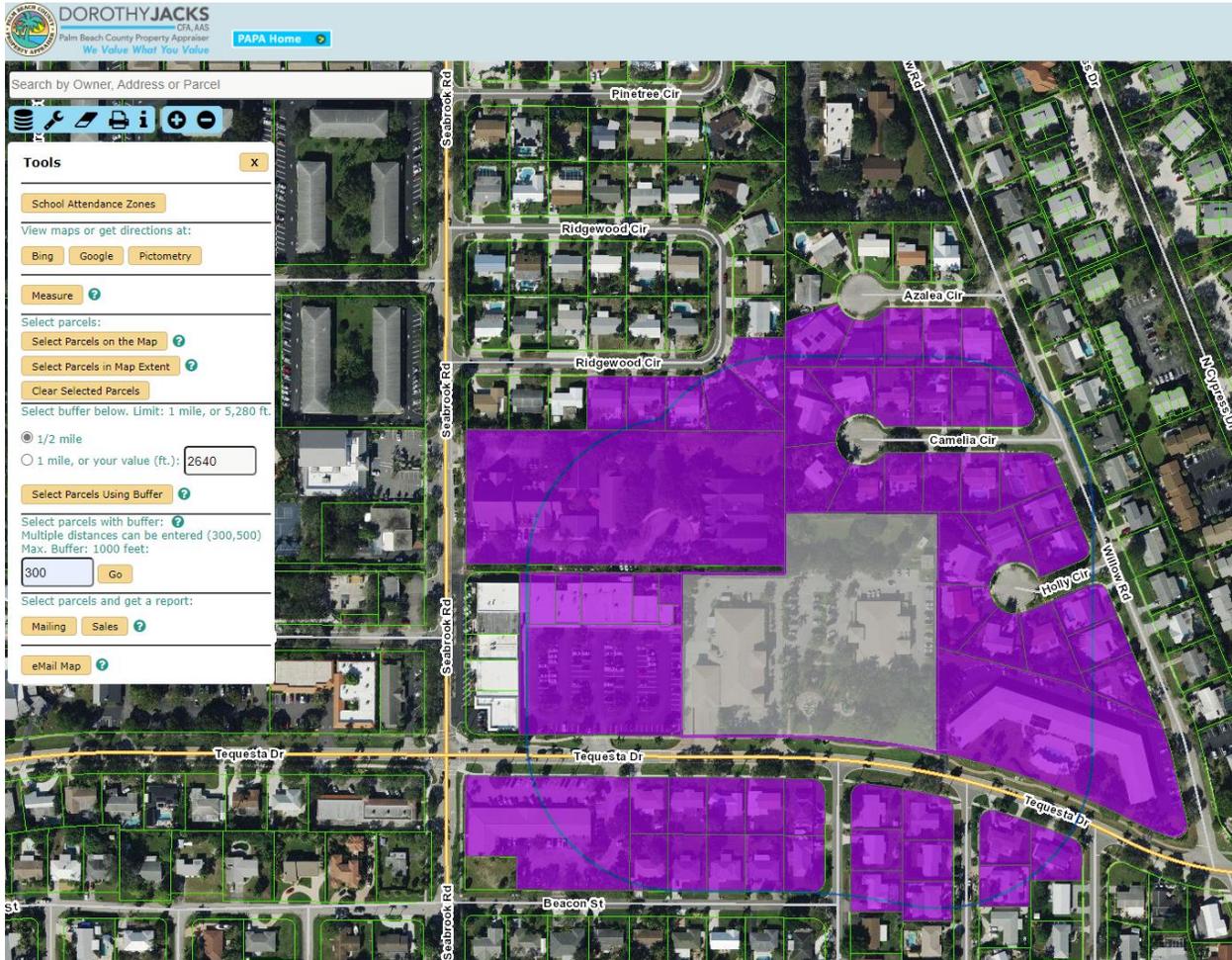
1(d). Select the “tools,” tab.

The screenshot shows the PAPA Home website interface. At the top, there is a search bar with the text "Search by Owner, Address or Parcel". Below the search bar is a navigation bar with several icons: a list, a wrench (tools), a printer, an information icon, and zoom in/out buttons. A red box highlights the wrench icon, and a red arrow points to it from the text "1(d). Select the 'tools,' tab." Below the navigation bar, there are several sections: "Owners" (TEQUESTA VILLAGE OF), "Property Detail" (Location: 345 TEQUESTA DR, Municipality: TEQUESTA, Parcel No.: 60424025100030000, Subdivision: JUPITER IN THE PINES SEC B RESUB IN, Book, Page, Sale Date, Mailing Address: 345 TEQUESTA DR, TEQUESTA FL 33469 3062, Use Type: 8900 - MUNICIPAL, Total Square Feet: 29103), "Appraisals" (Tax Year: 2023 P, Improvement Value: \$5,016,872, Land Value: \$1,813,787, Total Market Value: \$6,830,659), "Assessed/Taxable values" (Tax Year: 2023 P, Assessed Value: \$6,765,371, Exemption Amount: \$6,765,371, Taxable Value: \$0), and "Taxes".

1(e). Type in 300 in the “select parcels with buffer,” and press GO.

The screenshot shows the "select parcels with buffer" section of the PAPA Home website. At the top, there is a navigation bar with several icons: a list, a wrench, a printer, an information icon, and zoom in/out buttons. Below the navigation bar, there is a search bar with the text "Search by Owner, Address or Parcel". Below the search bar, there is a "View maps or get directions at:" section with buttons for "Bing", "Google", and "Pictometry". Below that, there is a "Measure" section with a question mark icon. Below that, there is a "Select parcels:" section with buttons for "Select Parcels on the Map", "Select Parcels in Map Extent", and "Clear Selected Parcels". Below that, there is a "Select buffer below. Limit: 1 mile, or 5,280 ft." section with radio buttons for "1/2 mile" (selected) and "1 mile, or your value (ft.):" (with a text input field containing "2640"). Below that, there is a "Select parcels with buffer:" section with a question mark icon and a text input field containing "300" and a "Go" button. A red box highlights the "300" input field and the "Go" button, and a red arrow points to the "Go" button from the text "1(e). Type in 300 in the 'select parcels with buffer,' and press GO." Below that, there is a "Select parcels and get a report:" section with buttons for "Mailing" and "Sales". At the bottom, there is an "eMail Map" button.

1(f). A buffer of 300ft is shown around the property.



1(g). Select the “mailing” option in the report section.

The screenshot shows a web application interface with a top toolbar containing icons for home, search, print, and zoom. Below the toolbar is a text input field with the placeholder text "Press down to start and let go to finish" and a close button (X). The main content area is divided into several sections:

- School Attendance Zones:** A button labeled "School Attendance Zones".
- View maps or get directions at:** Three buttons labeled "Bing", "Google", and "Pictometry".
- Measure:** A button labeled "Measure" with a help icon (question mark).
- Select parcels:** Three buttons labeled "Select Parcels on the Map", "Select Parcels in Map Extent", and "Clear Selected Parcels", each with a help icon.
- Select buffer below. Limit: 1 mile, or 5,280 ft.** Two radio button options: "1/2 mile" (selected) and "1 mile, or your value (ft.):" with a text input field containing "2640".
- Select Parcels Using Buffer:** A button labeled "Select Parcels Using Buffer" with a help icon.
- Select parcels with buffer:** A text input field containing "300" and a "Go" button. Below it, text reads "Multiple distances can be entered (300,500) Max. Buffer: 1000 feet:".
- Select parcels and get a report:** Two buttons labeled "Mailing" and "Sales", both with help icons. The "Mailing" button is highlighted with a red box and a red arrow points to it from the right.
- eMail Map:** A button labeled "eMail Map" with a help icon.

1(h). Download the report to see the list of Parcel Number, Owner Name, Owner Name 2, Mailing 1, Mailing 2, City State & Zip, Site Address, and Buffer. Send this list to the Community Development Department.

