



**Town of Highland Beach**  
**Town Clerk's Office**  
**3614 S. Ocean Boulevard**  
**Highland Beach, Florida 33487**  
**Phone: (561)278-4548 Fax: (561)265-3582**

**APPLICATION FOR TOWN BOARDS OR COMMITTEES**

This information is for consideration of appointment to a Town Board. Please complete and return this form to the Town Clerk, along with your *resume and proof of residency such as a government issued identification or voter registration card.*

**PLEASE NOTE:** Florida Public Records Law is very broad. Documents relevant to town business is public records and is subject to public disclosure upon request. Your information provided within this application may therefore be subject to public disclosure.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PLEASE CHECK THE FOLLOWING BOARD(S)/COMMITTEES ON WHICH YOU ARE INTERESTED IN SERVING** (A description of the responsibilities of each Board is on the back of this application.)

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|--|--|
| <input type="checkbox"/> Board of Adjustment & Appeals | <input type="checkbox"/> Code Enforcement Board                        |
| <input type="checkbox"/> Financial Advisory Board      | <input type="checkbox"/> Natural Resources Preservation Advisory Board |
| <input type="checkbox"/> Planning Board                |  |

**PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:**

- Are you a resident of Highland Beach? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you currently serving on a Town Board? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have you ever served on a Town Board/Committee? Yes \_\_\_\_\_ No \_\_\_\_\_
- If so, please indicate the Board(s)/Committee(s)? \_\_\_\_\_ Date of Service: \_\_\_\_\_
- Are you willing to meet monthly for a board meeting? In Person / Telecom Yes \_\_\_\_\_ No \_\_\_\_\_
- Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee. Yes \_\_\_\_\_ No \_\_\_\_\_
- Yes \_\_\_\_\_ No \_\_\_\_\_

Please list any special talent, qualification, education or professional experience that would contribute to your service on the Board/Committee you have selected?

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Please summarize your volunteer experience(s):

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Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Statement of Financial Interests Disclosure form on an annual basis.

Vetting by the Board Chairperson. The Chairperson of each Board shall interview the applicant and submit a memorandum of recommendation to the Town Clerk’s Office 14 days prior to the Town Commission Workshop Meeting for final appointment.

Palm Beach County Commission on Ethics requires appointed members to take the Code of Ethics Training every two (2) years.

I hereby certify that the statements and answers provided are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Resume Attached.

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**FOR USE BY THE TOWN OF HIGHLAND BEACH CLERK’S OFFICE**

Commission Meeting/Interview Date: \_\_\_\_\_ Appointment Date: \_\_\_\_\_ Term Expires: \_\_\_\_\_

Orientation Date: \_\_\_\_\_ Renewal Date: \_\_\_\_\_ Other: \_\_\_\_\_

*Revised 6/25/2018*

**TOWN OF HIGHLAND BEACH, FLORIDA**  
**ADVISORY BOARDS AND COMMITTEES**

**BOARD OF ADJUSTMENT AND APPEALS (QUASI-JUDICIAL)**

The Board of Adjustment and Appeals review and hear appeals relevant to applications for variances. It acts on matters pertaining to requests for variances as provided in the Zoning Code of Town's code of ordinances; and also approves or denies a request for variance.

**MEETING:** The Board of Adjustment and Appeals meets on the third Tuesday of the month at 9:30 am, on an as-needed basis.

**CODE ENFORCEMENT BOARD (QUASI-JUDICIAL)**

The Code Enforcement Program is mandated by Chapter 162 of the Florida Statute. The Code Enforcement Board or a special magistrate shall enforce and have jurisdiction to enforce all technical codes in force in the town, including, but not limited to, occupational license, fire, building, zoning and sign codes. It will shall proceed to hear the cases. Appointments to this board shall be on the basis of experience or interest in the fields of zoning and building control.

The qualification of the membership shall include: An architect, a businessman, an engineer, a general contractor a subcontractor and a realtor.

**MEETING:** The Code Enforcement Board meets on the third Wednesday of the month at 9:30 am, on an as-needed basis.

**FINANCIAL ADVISORY BOARD**

The Financial Advisory Board is charged by the Town Commission to report and review on the impacts of legislative and administrative decisions on the Town's budget; review and report on the revenue sources and operational/capital expenditures and make recommendations that may favorably impact the Town's budget and overall financial condition; and review and make recommendations on Town financial policies including but not limited to: financial, purchasing, investment, budget and insurance.

**MEETING:** The Financial Review Advisory Board meets, on a quarterly basis, on an as-needed basis.

**NATURAL RESOURCES PRESERVATION ADVISORY BOARD**

The Natural Resources Preservation Advisory Board shall provide constructive advice and counsel to town departments and boards, and to the town commission with a broad outlook toward environmental and natural resources preservation, protection, and conservation.

**MEETING:** The Natural Resources Preservation Advisory Board meets, on a quarterly basis, on an as-needed basis.

*Revised 6/25/2018*

## **PLANNING BOARD (QUASI-JUDICIAL)**

The Planning Board acts in a decision-making capacity reviewing all matters of community planning, site *plan* reviews, plat reviews for subdivisions and any other division of land; and shall act in an advisory capacity making recommendations to the Town Commission pertaining to approval or denial of an application for development approval. It also serves as the local planning agency, pursuant to F.S. § 163.3161.

**MEETINGS:** The Planning Board meets on the second Wednesday of the month at 9:30 am, on an as-needed basis.