

**EX PARTE SIGN-IN/DISCLOSURE FORM**

**\*THIS FORM MUST BE COMPLETED PRIOR TO OR DURING ANY MEETING OR DISCUSSION WITH A MEMBER OF THE BOARD OF COUNTY COMMISSIONERS OR PLANNING COMMISSION (“LOCAL PUBLIC OFFICIAL”) RELATING TO ANY QUASI-JUDICIAL MATTER THAT MAY BE CONSIDERED BY SUCH BODIES, INCLUDING REZONINGS, ZONING AMENDMENTS, VARIANCES, ALTERNATIVE STANDARDS, CONDITIONAL USES, AND SPECIAL EXCEPTIONS.**

**FAILURE TO COMPLETE THIS FORM, OR SUPPLY CORRECT INFORMATION, MAY RESULT IN THE LOCAL PUBLIC OFFICIAL’S REFUSAL TO CONDUCT THE MEETING OR DISCUSSION, OR FUTURE MEETINGS OR DISCUSSIONS.**

Name of Local Public Official Attending Meeting/Discussion: \_\_\_\_\_

Date of Meeting/Discussion: \_\_\_\_\_ Location of Meeting/Discussion: \_\_\_\_\_

**Parties Attending Meeting/Discussion (additional parties provide information on back of this form):**

Name	Phone Number	Organization/Client	Area of Expertise (if applicable)

Application/Matter Being Discussed (include name and public hearing date, if known):  
\_\_\_\_\_

County Staff Contact Person For Application: \_\_\_\_\_

**Specific Topics/Issues Being Discussed. Check all that apply:**

<input type="checkbox"/>	Traffic/access/transportation mitigation	<input type="checkbox"/>	Noise/odor
<input type="checkbox"/>	Environmental/wetlands	<input type="checkbox"/>	Aesthetics/landscaping
<input type="checkbox"/>	Compatibility of uses	<input type="checkbox"/>	Legal
<input type="checkbox"/>	Density/intensity	<input type="checkbox"/>	Schools
<input type="checkbox"/>	Economic	<input type="checkbox"/>	Parks
<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Libraries
<input type="checkbox"/>	Drainage/stormwater	<input type="checkbox"/>	Fire/EMS/police/public safety
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

**Any written materials, diagrams, plans, or pictures presented to the Local Public Official will be (must check at least one):**

<input type="checkbox"/>	Provided in the same form to County Staff prior to the public hearing for inclusion in the record of the public hearing.
<input type="checkbox"/>	Provided to the Local Public Official and attached to this disclosure form for inclusion in the record of the public hearing.
<input type="checkbox"/>	Presented in the same form at the public hearing.
<input type="checkbox"/>	Written materials, diagrams, plans or pictures will not be presented to the Local Public Official.

\*Note to Local Public Official or Administrative Staff of Local Public Official—Please provide a copy of completed disclosure forms (and any attachments) to the County Staff Contact Person identified above and the Zoning Administrator prior to the public hearing **or** provide the disclosure form (and any attachments) at the commencement of the public hearing for the application identified above.