

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, CONDITIONAL USES, SPECIAL EXCEPTIONS, DEVELOPMENTS OF REGIONAL IMPACT, PRELIMINARY OR CONSTRUCTION PLAN APPROVALS, AND APPEALS.**

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 Planning and Development Department 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.

TO BE COMPLETED BY LOCAL PUBLIC OFFICIAL:

Other Disclosures (Disclosure of the Information Below Using this Form is Optional; This Information May Also Be Disclosed by the Local Public Official at the Public Hearing).

<input type="checkbox"/>	Site Visit or Site Investigation.
<input type="checkbox"/>	Receipt of Written Correspondence, Diagrams, Plans, Pictures or E-mails Which Have Been Attached to Disclosure Form, Provided to Staff or Will Be Disclosed at Public Hearing.

*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 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.