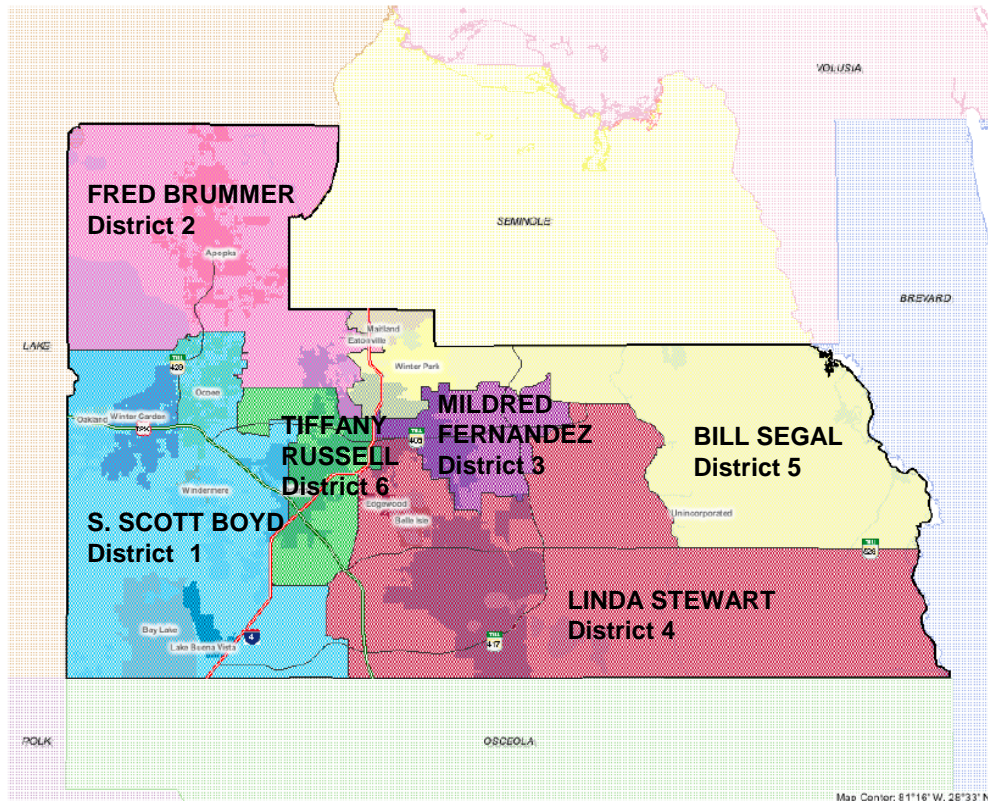


# YOUR PUBLIC HEARING BEFORE THE BOARD OF COUNTY COMMISSIONERS

**NOTE:** For information regarding your public hearing, please contact the Orange County staff contact listed on the Long-range Public Hearing Agenda.

## PURPOSE

This information sheet is intended to serve only as a general outline of certain procedures used by the Orange County Board of County Commissioners (the Board) in providing individuals an opportunity to present their request or appeal to the Board. It is not all inclusive. Depending on the type of appeal or request for hearing, additional procedures or requirements may need to be followed. The names and districts of the Commissioners follow:



## TIME FRAME



Public hearings are scheduled for specific dates and times. The specific date and time is set as soon as possible after a request for public hearing is received, allowing for notification requirements set forth in Florida Statutes, and taking into consideration other already scheduled public hearings or appeals.

## FORMAT

To begin, the County Mayor announces the specific public hearing, followed by a staff report and/or recommendation, as appropriate. You (as the applicant) will then be given an opportunity to explain your request to the Board. Interested parties are also given an opportunity to express their support for, or their concerns about, the matter.

## SPEAKING AT A PUBLIC HEARING



Prior to the public hearing, speakers should go to the Information Desk located outside the Commissioners' Chambers to fill out a speaker card. When called, speakers should approach the podium and publicly state to the Board their name and affiliation. Remarks should be concise and limited to the pertinent issues. If there is a large number of individuals with similar concerns, a spokesperson should be appointed, in order to avoid redundancy and to expedite the hearing process.

## EXHIBITS



If any documents are to be presented during the public hearing as exhibits, one complete set of these documents should be handed to the Deputy Clerk before you begin your remarks. We recommend that you bring at least three additional complete sets of your exhibits; ideally, seven additional sets are suggested so that each of the Commissioners may have a complete package. For slides, pictures, drawings, maps, etc., you need only provide two copies (one for the Deputy Clerk and one for public display). The exhibits will be retained as part of the formal record of your public hearing and thus cannot be returned. Exhibits should be no larger than 8 ½ X 11 inches.

## TRANSCRIPTS



If you believe you might want to appeal a decision of the Board to a court, you should make arrangements (in advance of the hearing) with a private court reporter to have the hearing transcribed. Court reporting services are not available through the Clerk's Office.

## LOCATION



Commission Chambers on the ground floor of the Orange County Administration Center, 201 South Rosalind Avenue, Orlando, Florida. The building is bounded by Church Street to the north, Liberty Avenue to the east, Jackson Street to the south and Rosalind Avenue to the west. Limited parking is available in the public lot at the administration Center on a first-come basis, free of charge.

## RESULTS



Decision notices are mailed after the public hearing to you (the applicant) and any property owners who request one. Occasionally, public hearings are postponed or continued. If a hearing is postponed or continued, a specific time and date will be announced at the originally scheduled hearing.



## AUDIO RECORDINGS

Audio recordings of all meetings are available for listening at [www.occompt.com](http://www.occompt.com). Audio recordings are available for purchase from the Orange County Comptroller Clerk of the Board of County Commissioners' Office. Call 407-836-7300 for information.



## VIDEO TAPES

Video tapes of all meetings are available for purchase from the Communications Division (OrangeTV). Call 407-685-9082 for information.

## ADDITIONAL INFORMATION



For information regarding your public hearing, **please contact the Orange County staff contact listed on the Long-range Public Hearing Agenda.**



### MARTHA O. HAYNIE, CPA

County Comptroller as  
Clerk of the Board of County Commissioners  
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**\*\*\*For information regarding your public hearing, please contact the Orange County staff contact listed on the Long-range Public Hearing Agenda.**