

## QUASI-JUDICIAL PROCEDURES

1. Ex parte disclosures by Board of Zoning Adjustment (BOZA) members.

NOTE: Chairman asks: “Do any members have ex parte disclosures?”

2. If applicable, verification by Applicant that return receipts for notices have been filed with the Clerk.
3. Request for identification of any Intervenors. *(In order to be an Intervenor, a person must qualify to receive mailed notice of the subject application in accordance with Section 10.6.E, Land Development Regulations, Martin County Code (property owners within 300 feet of the project if it is inside the urban service boundary, and within 600 feet of the project if it is outside the urban service boundary). Any person who qualifies may choose to be an Intervenor. In addition, an Intervenor must file a form of intent with the County Administrator at least seven (7) business days prior to the BOZA meeting. No fee will be assessed on Intervenor. If the Intervenor is representing a group/association, he/she must file a letter on official letterhead signed by an authorized representative of the group/association, stating that he/she is authorized to speak for the group.)*
4. \*Administration of oath to all witnesses.
5. Staff introduction of application.
6. Questions for Staff from BOZA members.
7. Applicant presentation. *(Applicant is encouraged to keep presentation clear, concise and to the point, at a maximum of 45 minutes. Applicant’s questions for staff are to be asked during Applicant’s 45 minute presentation. Staff responses to questions will be at the conclusion of the Applicant’s presentation. Any documentation, including all dvd, cd or video cassette tapes, intended to be proffered as evidence must be submitted to the Growth Management Department at least seven (7) business days prior to the meeting.)*
8. Questions for Applicant from BOZA, Intervenor, and Staff.
9. Intervenor presentations. *(Intervenors are encouraged to keep presentation clear, concise and to the point, at a maximum of 45 minutes for all Intervenors collectively. Intervenors’ questions for staff are to be asked during Intervenors’ collective 45 minute presentation. Staff responses to questions will be at the conclusion of Intervenors’ presentation(s). Any documentation, including all dvd, cd or video cassette tapes, intended to be proffered as evidence must be submitted to the Growth Management Department at least seven (7) business days prior to the meeting.)*
10. Questions for Intervenor(s) from BOZA, Applicant, and Staff.
11. Public Comments
12. Intervenor(s) rebuttal and/or final comments (maximum 20 minutes collectively).
13. Applicant rebuttal and/or final comments (maximum 20 minutes).
14. Staff Final Comments.
15. BOZA members’ final questions, deliberation and decision.