

**REQUEST FOR AFFECTED PERSON STATUS
TO BE FILED WITH CITY AUDITOR AND CLERK'S OFFICE
AT LEAST FIVE (5) COMPLETE WORKING DAYS PRIOR TO PUBLIC HEARING**

I, _____, request the status of "Affected Person" in the following quasi-judicial action:

Please write in either "Yes" or "No" in the blank before each statement below as appropriate:

- _____ 1. I am an owner, resident or other occupant of real property located within five hundred (500) feet of the real property which is the subject of the quasi-judicial action.
- _____ 2. I am the designated representative of an individual owner, resident or other occupant of real property located within five hundred (500) feet of the real property which is the subject of quasi-judicial action.
- _____ 3. I am the designated representative of a business entity, e.g. corporation, partnership, civic or religious organization, professional association, or trust, which owns real property located within five hundred (500) feet of the real property and which is the subject of the quasi-judicial action.
- _____ 4. I am the designated representative of a condominium or neighborhood association whose members consist of owners, residents or occupants of real property within five hundred (500) feet of the real property which is the subject of the quasi-judicial action.

NOTE: If you responded "Yes" to item 2, 3, or 4 above, you must have WRITTEN AUTHORIZATION signed by the person, entity, or association you represent. In the case of a condominium or neighborhood association, the authorization must be signed by an officer or member of the Board of Directors of the association.

If you responded "Yes" to any of the four statements above, PLEASE SKIP ITEM NO. 5.

- _____ 5. I will be adversely affected by the approval of the above referenced application because: (Your answer should explain how you will be adversely affected to a greater degree than other members of the community at large. You may attach a separate sheet if necessary.)

I understand that completion of this form does not substitute for speaking in person at the public hearing on the matter. I hereby certify that the above statements are true to the best of my knowledge and belief. **I understand that by seeking affected person status I am seeking to become a party to the quasi-judicial public hearing. Consequently, I or someone on my behalf must be present at the public hearing to present my case to the Historic Preservation Board, the Board of Adjustment, the Planning Board, and/or the City Commission.**

Print Name:
Print Address:
EMAIL:

Telephone No:
Application No.:
Project Name:

Signature: _____

Date: _____



INFORMATION REGARDING “AFFECTED PERSON” STATUS

1. Florida Law requires that public hearings on certain matters such as requests for site specific rezonings and site plan approvals must be conducted in accordance with “quasi-judicial” proceedings. In a quasi-judicial proceeding, the person or entity filing the request under consideration has the right to present evidence, to question witnesses and to speak in rebuttal.
2. At a quasi-judicial public hearing, members of the public have the same right to speak and be heard as they would in a non quasi-judicial hearing. **You are not required to file a Request for Affected Person Status to be allowed to speak at the public hearing.**
3. **However, if in addition to seeking to speak as a member of the public, you or an attorney or agent acting on your behalf would like to become a party to the quasi-judicial public hearing and have the same opportunity the applicant will have to present testimony from yourself as well as third parties such as expert witnesses, to cross examine witnesses who speak against your position, and to speak a second time in rebuttal, then you may wish to seek “affected person” status.**
4. **You may also wish to seek “affected person” status at the quasi-judicial hearing if there is a possibility that you would appeal the final decision on a quasi-judicial matter to a court of law. To preserve your status as an "affected person," you must be present at the public hearing concerning the matter in which you are seeking "affected person" status.**
5. In order to qualify as an “affected person” you must complete a Request for Affected Person Status form (see reverse). These forms are available at the Office of the City Auditor and Clerk at City Hall, Room 110, 1565 First Street, Sarasota, Florida. Telephone No. (941) 263-6451. **The form must be submitted at least five (5) complete working days prior to the quasi-judicial public hearing and may be submitted by mail, email, or fax number listed below.** Your status as an “affected person” will be determined at the public hearing. Even if you qualify as an “affected person,” you are also requested to complete the “Request to Speak” form available at the public hearing.
6. To speak as an interested citizen at the public hearing, you need only complete a Request to Speak form when you attend the hearing.
7. Written authorization from the owner, resident, occupant, or an officer or member of the board of directors of neighborhood association is required to qualify as a "designated representative." Section IV-202 (F)(3)(a), Zoning Code (2002 Ed.)

Office of the City Auditor and Clerk
City Hall, Room 110
1565 First Street, Sarasota, Florida 34236
clerk@sarasotafl.gov
Fax No. (941) 263-6466
Telephone No. (941) 263-6222