

# Quasi-Judicial Ex Parte Communication Disclosure Guideline

Pursuant to Florida law, certain items are deemed “quasi-judicial” in nature, as indicated on the City Council agenda with an QRD-Q, and thus certain protocols are required to be followed for those items.

- If you have had a communication with any person concerning a quasi-judicial item, you will need to disclose that communication prior to the public hearing on the matter.
- These guidelines are intended to assist you in declaring ex parte communications.

**Ordinance Number:** \_\_\_\_\_

**City Council Public Hearing Date:** \_\_\_\_\_

**LUZ or other Committee Public Hearing Date:** \_\_\_\_\_

## Type of Quasi-Judicial Bill (please circle):

Conventional Rezoning      PUZ Rezoning      Sign Waiver      Appeal  
Waiver of Road Frontage      Historic Landmark Designation      Other: \_\_\_\_\_

**I had an ex parte communication with** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**On** \_\_\_\_\_, \_\_\_\_\_, **at** \_\_\_\_\_ **(date and time)**

**At** \_\_\_\_\_ **(location)**

**We discussed the following issues:** (Please be as specific on the issues as possible. For example, “We discussed the proposed buffer, the proposed uses, the height of the building.”)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Council Member:** \_\_\_\_\_  
(Print Name) (Date)

\_\_\_\_\_  
(Signature)