

PROCEDURE TO PETITION THE BOARD OF COUNTY COMMISSIONERS

Public Petitions are limited to a single speaker, with a maximum time of ten minutes. Generally the Board will not take action on public petition items on the day the petition is presented, but may direct staff to take action, or bring back the item to the Board at a future date for consideration. If the subject matter is currently under litigation or is an on-going Code Enforcement case, the Board will hear the item but will not discuss the item after it has been presented.

The County Manager may defer scheduling a public petition for a reasonable period of time to allow sufficient time for staff to review the content and thus prepare for questions from the Board.

Individuals wishing to petition the Board of County Commissioners should present such a request in writing to the County Manager a minimum of 13 days prior to the Board meeting date on which the public petition is requested to be heard. The written request should be on the following form and include any exhibits and/or backup material that may be pertinent to the petition.

It should be noted that your request and all materials submitted will become public record and will be retained for that purpose.

Public Petition requests can be mailed to:

County Manager
Collier County Government Complex
3299 East Tamiami Trail, Suite 202
Naples, FL 34112

Or the requests can be sent to the County Manager Office via fax (239-252-4010) or email (MichaelSheffield@colliergov.net).

The County Manager will review your request and determine if the Board of County Commissioners has the ability to legally act upon the action you are requesting. Final determination of this request is at the discretion of the County Manager's office.

The County Manager's office will notify you via mail the status of your request.

Request to Speak under Public Petition

Please print

Name: _____

Address: _____

Phone: _____

Date of the Board Meeting you wish to speak: _____

Must circle yes or no:

Is this subject matter under litigation at this time? Yes / No

Is this subject matter an ongoing Code Enforcement case? Yes / No

Note: If either answer is “yes”, the Board will hear the item but will have no discussion regarding the item after it is presented.

Please explain *in detail* the reason you are requesting to speak (attach additional page if necessary):

Please explain *in detail* the action you are asking the Commission to take (attach additional page if necessary):

