

## **PROCEDURE TO PETITION THE BOARD OF COUNTY COMMISSIONERS**

Public Petitions should advise the Board of a public concern **and the need for Board action**. 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 in litigation** or is an **ongoing Code Enforcement case**, the Board will **hear** the item but will not **discuss** the item after it has been presented. **No public comment** will be heard following a petition item.

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

*Individuals wishing to petition the Board of County Commissioners should present such a request 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 request should be written on the following form** and include any exhibits and/or backup material that may be pertinent to the petition.

Please note that your request and **all materials** submitted will become **public record** and will be retained for that purpose.

*Public Petition requests should be mailed or delivered to:*

**Collier County Manager's Office  
Attn: Public Petitions  
3299 Tamiami Trail East, Suite 202  
Naples, FL 34112**

**Or emailed to:** [Petitions@collier.gov](mailto:Petitions@collier.gov)

Please direct all questions to the County Manager's Office at 239-252-8383.

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 inclusion of a Public Petition request for Board agenda inclusion is at the discretion of the County Manager's office.*

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

## **Request to Speak under Public Petition**

*(Please print clearly)*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

Date of the Board Meeting you wish to speak: \_\_\_\_\_

**Must indicate “Yes” or “No”:**

Is this subject matter under litigation at this time? \_\_\_\_\_

Is this subject matter an ongoing Code Enforcement case? \_\_\_\_\_

**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*):

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

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