



## PUBLIC HEARING PROCEDURE

The Boone County Zoning Board of Appeals conducts public hearings pursuant to State Law. Public hearings are conducted according to the following procedures:

1. After the staff presentation, the applicant will be sworn in by stating his/her name and address. "Do you swear to tell the truth to the best of your knowledge?"
2. The applicant will be requested to fully present his/her case and furnish the Board with pertinent information concerning their petition.
3. Other parties who favor the petition will be heard next, and those who oppose the petition will be heard last.
4. Each person making a statement will be requested to state their name and address and be sworn in.
5. Please refrain from repeating what has been said before you and please do not involve personalities.
6. Be as factual as possible.
7. The Board reserves the right to question any speaker.
8. All Statements or questions but be directed to the Chairperson.
9. The Board will make a decision on the matter during the public hearing.
10. If the Board feels that information is lacking, they may entertain a motion to table the approval of the petition pending additional information to be brought forth at the next meeting.