
Appeal Procedures

The decisions of the SM may only be appealed to court.

Audio Tapes/Transcripts

Audio tapes and minutes of SM public hearings are available for purchase in the Lake County Code Enforcement Department. If you desire a transcript of a SM public hearing, you should make arrangements in advance with a private court reporter to have the hearing transcribed. Court reporting services are not available through the SM Recording Secretary.

Additional Information

Conservation & Compliance Department Code Enforcement Division

315 W. Main St.
Tavares, FL. 32778

Hours: Monday – Friday
8:30 a.m. - 5:00 p.m.

Phone: (352) 343-9639

Fax: (352) 343-9061

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www.lakecountyfl.gov

Public Hearing Information



LAKE COUNTY
DEPARTMENT OF
CONSERVATION & COMPLIANCE

Code Enforcement Services Division

315 W. Main St., Tavares, FL 32778
Phone: (352) 343-9639 Fax: (352) 343-9061
www.lakecountyfl.gov

This brochure is intended to serve only as a general outline of information about the Lake County Code Enforcement Special Master (SM). It is designed to assist individuals who represent themselves before the SM. It is not all inclusive. Depending on the nature of the violations addressed at the hearing, additional procedures or requirements may need to be followed.

Who is the Special Master?

The SM is a lawyer in good standing with the Florida Bar or a Florida Supreme Court certified mediator whose responsibility is to receive and evaluate evidence and testimony regarding alleged violations of Lake County Codes and Ordinances. The SM is appointed by the Board of County Commissioners (BCC).

Types of Cases

Examples of typical cases heard by the SM include, but are not limited to violations of regulations regarding land development, building standards, zoning requirements, and other Lake County Codes.

Location

Public hearings are held in the Commission Chambers on the 2nd floor of the Lake County Administration Bldg, 315 West Main Street, in Tavares. Limited parking is available on a first come basis, and is free of charge.

Date/Notice

Public hearings are scheduled for specific dates and times. Typically, SM hearings are held on the second Wednesday of every month, beginning at 9 a.m. Notification is given as required by law.

Format

- The SM proceeding is quasi-judicial.
- The SM announces the public hearing. As each case is presented, persons involved in the case are asked to approach the SM and are sworn in. The County presents the case and submits evidence applicable to the alleged violation(s).
- After hearing and considering presentations from the County, the respondent, and other participants, the SM will render a decision regarding the presence of violation(s) on the property.
- If the property is found to be in violation, a date by which the violation(s) must be corrected will be ordered by the SM. A fine amount will be determined by the SM to accrue each day the violation(s) remain beyond the ordered date for correction.

Presentation Tips

- Persons should approach the SM, be sworn in, and state their full name, affiliation, and their relationship to the case being heard.
- Remarks should be concise and limited to the pertinent issues.
- Testimony is limited to respondents and their professional representatives.
- The general public may speak upon these issues with permission from the SM.

Exhibits:

If any documents are to be presented during the public hearing, one complete set of these documents must be provided to the Recording Secretary. We recommend that you bring two additional complete sets of your exhibits so that the SM and appropriate County staff may have a complete package. For slides, pictures, drawings, maps, etc., you need only provide two copies (one for the Recording Secretary and one for the public display). The exhibits will be retained as part of the formal record of your public hearing and thus cannot be returned.

Decisions

Decisions of the SM (Orders of Enforcement) are mailed to the respondent after the public hearing. Occasionally, public hearings are postponed or continued. If a hearing is postponed or continued, a new hearing date will be announced at the originally scheduled hearing. For the results of the public hearing, please contact the Code Enforcement Department at 352-343-9639 at least two days after the SM public hearing.

