



**VALUE ADJUSTMENT BOARD  
PUBLIC PARTICIPATION FORM**

Petition Number: 202 \_\_\_\_\_

**Public Comment Guidelines**

The Volusia County Value Adjustment Board (VAB) welcomes public comments at all VAB meetings, including when the VAB addresses special magistrate recommendations. These meetings are not petition hearings—no evidence may be introduced, and public comments are not considered evidence. Only evidence presented during the petition hearing will be considered.

Pursuant to Section 286.0105, Florida Statutes, if you intend to appeal any decision made by the VAB, you must ensure a verbatim record of the proceedings is created. This record should include all testimony and evidence presented.

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**How to Participate**

- Each presentation is limited to **three (3) minutes**.
- If you are requesting board action, a written request is required and must include a brief summary of your presentation. However, the VAB cannot take action on any petition based on requests made during public comment.
- Submit all requests to the VAB Clerk no fewer than **10 calendar days** before the board meeting.
- If the 10-day deadline falls on a weekend or legal holiday, the due date is the next business day.
- Late requests may still be heard during the public comment period, but the VAB will not take any action on those requests.

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**Participant Information**

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

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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A brief summary of the presentation is attached

A copy of this request will be provided to the Property Appraiser's Office per applicable law.

Submit to: Value Adjustment Board, 123 W. Indiana Ave., Suite 301, DeLand, FL 32720