

CITY OF TAMPA INSTRUCTIONS FOR EXECUTING “ELECTION TO PROCEED, RELEASE, INDEMNIFICATION AND HOLD HARMLESS IN CONNECTION WITH VIRTUAL OR CMT QUASI-JUDICIAL HEARING(S)”

Because of health concerns related to the COVID-19 pandemic, Tampa City Council cancelled all in-person City Council meetings effective July 21, 2020 through October 1, 2020. However, City Council also declared that persons may elect to proceed with quasi-judicial hearings during this time by utilizing virtual technology (through video-conferencing), which is also defined as “communications media technology” or “CMT” by Florida Statutes.

Conducting quasi-judicial hearings virtually or with the use of CMT may or may not comply with the notice and procedural requirements for these types of hearings under federal and/or Florida law. As such, there are legal risks involved with proceeding with virtual quasi-judicial hearings through the use of CMT.

In order to protect the City’s taxpayers from liability or costs that might arise from the conduct of quasi-judicial hearings with the use of CMT (virtual meetings), City Council is requiring that all applicants, property owners or their authorized agent desiring City Council to hold a virtual quasi-judicial hearing execute a document entitled “Election to Proceed, Release, Indemnification and Hold Harmless in Connection with Virtual or CMT Quasi-Judicial Hearing(s)”.

In connection with this document, please fill out the information specific to your application in Section 1(a), which includes (i) type of application, (ii) City application or file number, and (iii) the address of the property, which is the subject of the application.

This document must also be dated, signed and notarized on page 2. The person executing this document must be authorized to do so on behalf of the applicant and the property owner based on information filed with the City’s Planning and Development Department. The City will also accept the electronic execution and notarization of this document, and the transmission of this document electronically.