



### **Connecting to Leon County Code Enforcement Board Meetings utilizing Communications Media Technology (CMT)**

- Once a date for hearing is scheduled, the CEB Administrator must send a Notice of Hearing to the alleged violator, by certified mail or hand delivery. A copy of the inspector's formal Notice of Violation and Request for Hearing, and a copy of the meeting agenda (when available), are also sent to the alleged violator with the Notice of Hearing.
- The Notice of Hearing will advise the alleged violator that he or she may opt to appear at the evidentiary hearing either in person or by communications media technology that includes both video and audio communication (Zoom platform, or other comparable electronic medium).
- To appear by communications media technology, the alleged violator will be advised in the Notice of Hearing that he or she must request a meeting link from the Development Support and Environmental Management Office at least ten (10) days before the scheduled hearing; and must ensure that he or she has both video and audio capabilities adequate to be clearly heard and seen by the Leon County Code Enforcement Board.
- The link will be emailed to the alleged violator seven (7) days before the hearing.
- If an alleged violator requests a link and his or her electronic media technology does not function during the hearing, which will permit the alleged violator to be seen and heard; the case will be continued to the next Leon County Code Enforcement Board meeting and the alleged violator will need to attend in person to be heard.
- After the alleged violator receives Notice of Hearing, they may make an effort to remedy the violation or may request more time to do so. The CEB Administrator, the County Attorney's office, and the Code Inspectors are always willing to work with alleged violators towards resolving the violation(s) prior to the hearing.

**If you have any questions regarding the Communications Media Technology (CMT) process for Leon County Code Enforcement Board meetings, please feel free to contact us at:**

**Leon County Department of Development Support and Environmental Management  
Code Compliance Program  
435 North Macomb Street, 2nd Floor  
Tallahassee, Florida 32301  
(850) 606-1300 Fax: (850) 606-1301  
Email: [CodeCompliance@LeonCountyFL.gov](mailto:CodeCompliance@LeonCountyFL.gov)  
Visit our Website: [Code Compliance Services](#)**