

**CODE ENFORCEMENT BOARD**  
**CITY OF ORLANDO**

**APPEARANCE REQUEST**

(Anyone addressing the Code Enforcement Board *must complete* this form)

Please follow these procedures when addressing the Board: (City Code Section 2.44)

- When called upon give your name, mailing address, and relationship to the property in question (i.e. Owner, tenant, neighbor, etc.)
- Direct all remarks to the Board, not at any one member.
- All discussions and questions must be directed to the Board Chairperson or request permission from the Board Chairperson to address a member of the Board.
- Limit address to (5) five minutes for regular agenda and (3) three minutes for reduction/extension cases.

**TO BE FILLED OUT BY RESPONDENT**  
**(PLEASE PRINT CLEARLY)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Property at Issue: \_\_\_\_\_

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

**You wish to: (Choose One)**

- Testify on your own behalf
- Speak as a representative of the Respondent
- Testify as a witness (for/against) the Respondent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TO BE FILLED OUT BY CITY STAFF**

**Agenda #** \_\_\_\_\_

**CEB #** \_\_\_\_\_

**Officer:** \_\_\_\_\_

**Board Meeting Date:** \_\_\_\_\_

**Regarding: (Choose One)**

- Regular Agenda
- Request for Reduction of Penalty/Lien
- Request for Extension of the Compliance Date
- Public Comments
- Other: \_\_\_\_\_