

**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)

- At the microphone 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.

TO BE FILLED OUT BY RESPONDENT
(PLEASE PRINT CLEARLY)

First Name: _____ Last Name: _____

Resident Address: _____

City: _____ Zip: _____ Phone: _____

Address of Property at Issue: _____

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: _____

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: _____