

Request Ordinance No.

City Attorney should email cityclerk@orlando.gov requesting an ordinance number and include the type of ordinance:

- Abandonment
- Annexation
- Chapter/Code Amendment
- Community Development District
- GMP Amendment
- Historical Landmark
- Referendum
- Roll Off
- Street Name Change
- Zoning

Request Advertisement

✿ Step 1 ✿

Determine Ad Details & Submit Request

Email your request to cityclerk@orlando.gov including the following details:

- Type of ordinance
- Type of ad needed (Sentinel, Orange Extra/Zone, etc.)
- Date(s) of ads
- Date(s) of 1st and/or 2nd read

✿ Step 2 ✿

Provide Confirmation

- Clerk's Office staff will submit your ad request to the Orlando Sentinel within 24 hours and CC you
- Orlando Sentinel staff will respond with a copy of the proof that will print for your review and approval
- You must approve the proof as soon as possible, but before the deadline provided (or ad will not be published)
- Orlando Sentinel will respond when ad is submitted

✿ Step 3 ✿

Notify the Clerk's Office

- If any changes are needed before the ad deadline

Friendly Reminders

- 1 Clerk's Office staff utilize the cityclerk@orlando.gov shared mailbox to ensure all requests are addressed within 24 hours
- 2 Submit your ad requests as soon as possible DO NOT wait until the publication deadline
- 3 Clerk's Office will typically publish ads in the Orlando Sentinel on Tuesdays (text ads) and Orange Extra on Sundays (display ads) ✨
- 4 For 2nd reading, print ordinance on bond paper, obtain legal signatures, and submit to the Clerk's Office by the Council deadline
- 5 Clerk's Office will distribute executed ordinances by email by the end of the week of the Council meeting

Escalation Procedures

Same Day Requests

- Allow Clerk's Office staff at least 1 hour before publication deadline to process your request
 - Certain circumstances may prevent staff from processing last minute requests (Council, Elections, etc.)
- Email your request with all ordinance information to cityclerk@orlando.gov
- Immediately call x2251 to ensure that the request was received and is being processed
- Inform Clerk's Office staff assisting with escalation of the time sensitivity
- We will do everything in our power to process the request



City Clerk's Office Advertising Process



Clerk's Office Staff



Stephanie Herdocia
City Clerk
x3300



Laurie Nossair
Deputy City Clerk
x3538



Diana Perez
City Clerk Aide
x3188



Stephen Stull
City Clerk Aide
x2893



Annie Velez
Sr. Administrative Assistant
x2251



Contact Information

City Clerk's Office
City Hall, 2nd Floor

407-246-2251
cityclerk@orlando.gov
orlando.gov/cityclerk

Publication Dates and Deadlines

Orlando Sentinel	Publishing Deadline	Department Deadline
Sunday	Thursday 3pm	Wednesday 12pm
Monday	Friday 1pm	Thursday 12pm
 Tuesday	Monday 1pm	Friday 12pm
Wednesday	Tuesday 1pm	Monday 12pm
Thursday	Tuesday 1pm	Monday 12pm
Friday	Wednesday 2pm	Tuesday 12pm
Saturday	Thursday 3pm	Wednesday 12pm

Display Date and Deadlines

Orange Extra Orange Zone	Publishing Deadline	Department Deadline
 Sunday	Tuesday 3pm	Monday 12pm