



FLORIDA LAW REQUIRED ADVERTISING FOR ORDINANCES



CHEAT SHEET FOR MUNICIPAL CLERKS

1

REGULAR ORDINANCES F.S. § 166.041(3)(a)



ADVERTISE? **YES**

Newspaper of general circulation
in the municipality
(Chapter 50, F.S.)



WHEN?

At least **10 days** before adoption



HOW OFTEN?

Once



NOTICE MUST INCLUDE:

- Date, time, and place of meeting
- Title of proposed ordinance
- Where ordinance may be inspected
- Statement that interested parties may appear and be heard



ADDITIONAL REQUIREMENT:

Ordinance must be read by title or in full on at least 2 separate days.

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PLANNING & ZONING ORDINANCES F.S. § 166.041(3)(c)

A. SMALL-SCALE REZONING

Less than 10 contiguous acres
and no change in permitted uses



WHO INITIATED? MUNICIPALITY-INITIATED

NOTICE:

Mail notice to each affected property owner (addresses from latest ad valorem tax records)

WHEN:

At least **30 days** before public hearing

MUST INCLUDE:

- Substance of proposed ordinance as it affects the owner
- Time and place of public hearing(s)

HEARING:

At least 1 public hearing

APPLICANT/OTHER PARTY-INITIATED

Follow the standard ordinance procedure under § 166.041(3)(a).

B. LARGE-SCALE REZONING OR CHANGE IN PERMITTED USES

10+ contiguous acres OR
Change in permitted, conditional,
or prohibited uses

ADVERTISE? **YES**

Enhanced Requirements

1 FIRST PUBLIC HEARING

Advertise → wait at least
7 days → Hearing #1

2 SECOND PUBLIC HEARING

Hearing #1 → wait at least
10 days → Hearing #2
Second hearing must be advertised
at least 5 days before the hearing.

3 TIME REQUIREMENT

At least one hearing must generally
occur after 5:00 p.m. on a weekday,
unless changed by required vote.



PRINT AD REQUIREMENTS (if in Newspaper)

- At least 2 columns wide by 10 inches long
- Headline at least 18-point type
- Not placed in legal notices/classified section
- Geographic location map generally required for zoning map changes

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BUDGET & MILLAGE ORDINANCES F.S. § 200.065 (TRIM)



ADVERTISE? **YES** SPECIAL TRIM RULES APPLY

Do NOT use the ordinary § 166.041 advertising timeline.

The TRIM process has its own:

- Hearing schedule
- Advertisement timing
- Required advertisement language
- Advertisement size requirements
- Budget summary requirements
- Hearing-time restrictions

IMPORTANT

Use the statutory advertisement language exactly as required (e.g., "NOTICE OF PROPOSED TAX INCREASE" or "NOTICE OF BUDGET HEARING").

For the final budget/millage hearing, the final hearing occurs not less than 2 days nor more than 5 days after publication of the notice.

See F.S. § 200.065 for required wording, size of advertisement, budget summary, and specific timelines.



REGULAR ORDINANCE

10 DAYS

Before Adoption



SMALL-SCALE REZONING (MUNICIPALITY-INITIATED)

30 DAYS

Before Public Hearing

QUICK REFERENCE TIMELINE



LARGE-SCALE REZONING / CHANGE IN PERMITTED USES

7 DAYS

Before
Hearing #1

→

10 DAYS

Between
Hearings

→

5 DAYS

Minimum Before
Hearing #2



BUDGET/MILLAGE (TRIM)

Timing set by TRIM statute –
typically final hearing
2 to 5 days after
publication.



SFC ENTERPRISES



Identify the type of ordinance
and applicable statute.



Confirm the required
notice method and content.



Calculate the minimum
advertising timeframe.



Verify any special format,
size, or map requirements.



Keep proof of publication
with the legislative record.



When in doubt, check
the statute and consult
with your municipal
attorney.

This is a general reference tool only. Statutes are subject to change. Always verify current requirements.

Updated May 2024