

# Village of North Palm Beach



## Request for Reduction of Fine/Lien

Please fill out this form and return it to Code Compliance **at least two weeks** before the scheduled hearing. Requests received after the deadline will be scheduled for the following month's hearing. The Special Magistrate Hearings are held the first Monday of each month at 5:30 p.m. in the Council Chambers of Village Hall at 501 U.S. Highway 1, North Palm Beach, FL 33408.

**To qualify for a Reduction of Fine/Lien, the property must be in compliance with all Village Ordinances. The Village will inspect the property (and other properties under the same ownership) to determine if code compliant. This inspection may result in the issuance of new violations if warranted. A request for fine/lien reduction must provide a written narrative that provides justification for the reduction based on the below factors of evaluation.**

**The fee for a Reduction of Fine/Lien is \$100. Requests without payment will not be processed.**

The following factors, among others, may be considered by the Special Magistrate when evaluating the request\*:

1. The severity of the violation
2. The cooperation of the respondent, whether including whether the respondent appeared before the board or special magistrate at the original hearing;
3. The documentation provided by the property owner or violator in support of the request;
4. Whether the property owner or violator has new evidence or information that could not be provided at the original hearing;
5. The existence of any extraordinary medical or financial hardship;
6. Whether the applicant was the property owner when the fine or lien was imposed;
7. The number of days that the violation existed;
8. Whether the respondent has been deemed a repeat violator by the board or special magistrate;
9. Whether the Applicant or managing member of the Applicant owns other properties in the City, and how many had other code cases or other Code Enforcement liens;
10. Whether the Village lien is, in a practical sense, interfering with the sale or restoration of the property or preventing the property from being conveyed to a new owner;
11. Whether the property is homesteaded, abandoned, and/or in need of restoration;
12. For abandoned property, whether the police department has advised that the property is declining from acts of vandalism, is a potential site for criminal activity, or otherwise presents any criminal or safety concerns which should be considered in reducing the fine or lien so as to enable the asset to be placed in the hands of a new owner.

**\*Requests for fine/lien reduction shall provide written justification based on the above factors**

# Village of North Palm Beach

## Code Compliance Division

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

Property Address: \_\_\_\_\_ Folio Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Name of Respondent (If different from current property owner): \_\_\_\_\_

Phone number where you can be reached during the day: \_\_\_\_\_

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

Name and address of person completing request.

***If different from owner, authorization from owner must be attached:***

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

I am requesting that the fine/lien amount be reduced to the following amount for the respective case(s)

***(Example: Case 2013-101 \$25,000.00)***

Case No. \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Case No. \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Case No. \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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**Note: Administrative costs, any cost to abate or correct, and all costs incurred for preparing, recording and releasing the lien (all of which cannot be waived and/or reduced), will be added to any reduced fine/lien.**

**Is this property the subject of a** Yes \_\_\_\_\_ No \_\_\_\_\_

**foreclosure?** *(If yes, please attach the Lis*

*Pendens, Final Judgement, or CET)*

**Is the pending sale a short sale?** *(If yes, please attach* Yes \_\_\_\_\_ No \_\_\_\_\_

*the approval from the bank of record)*

**Is there a pending sales contract?** *(If yes, please* Yes \_\_\_\_\_ No \_\_\_\_\_  
*provide a copy of executed sales contract)*

*Anticipated Closing Date:* \_\_\_\_\_

**Note: The closing date must be after the Special Magistrate hearing.**

I, \_\_\_\_\_, do hereby submit this Petition for a request of Reduction of Fine/Lien, and in support offer the following statement and documentation to support this request.

# Village of North Palm Beach

You may attach additional pages/documents you believe are necessary. Please sign in the appropriate place and must be notarized prior to submittal.

**IF INDIVIDUAL:**

BY: \_\_\_\_\_

Print Name: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, the undersigned notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
(Name of person acknowledging)

NOTARY PUBLIC SEAL  
OF OFFICE \_\_\_\_\_

Printed, typed or stamped name of Notary Public  
Exactly as Commissioned

Personally known to me, or

Produced identification:

(Type of identification produced)

# Village of North Palm Beach

**IF CORPORATION:**

BY: \_\_\_\_\_

Print Name: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_ (title), of \_\_\_\_\_ (name of corporation), a

\_\_\_\_\_ (State of corporation) Corporation, on behalf of the corporation.

NOTARY PUBLIC SEAL  
OF OFFICE

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Exactly as Commissioned

Personally known to me, or

Produced identification:

(Type of identification produced)