



The Village of North Palm Beach

Community Development Department

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REQUEST FOR REDUCTION OF FINE/LIEN **INSTRUCTIONS**

Please complete this form and send it to Code Compliance **at least three weeks** before the scheduled hearing. Any requests submitted after the deadline will be scheduled for the following month's hearing. The Special Magistrate Hearings are held on the first Monday of each month at 9:00 a.m. in the Council Chambers of the Village Hall located at 501 U.S. Highway 1, North Palm Beach, FL 33408.

To be eligible for a reduction of fine or lien, the property must comply with all Village Ordinances. The Village will inspect the property and other properties under the same ownership to determine if they are code-compliant. This inspection may result in the issuance of new violations if necessary.

A. Form Instructions

- 1) Current owner/representative information. Provide the full legal name and contact information of the individual or legal entity currently holding legal title to the property and, if applicable, the full name and contact information of the individual authorized to represent the property owner.
- 2) Lien information. It can be found on the recorded code enforcement order creating the lien. To obtain the current payoff of the lien, please get in touch with the Village Clerk.
- 3) Basis for lien reduction. (a) Provide verifiable facts that support the requested lien reduction. (b) Explain why the violations were not corrected before recording the order creating the lien. (c) Provide any other information or materials to support the requested lien reduction.
- 4) Attachments required. Provide the required processing fee and all necessary documentation. Incomplete requests will be returned. The courthouse or the Village Clerk's office provides copies of applicable orders.
- 5) Reduction request and acknowledgment. The written request for lien reduction must be signed and acknowledged before a Notary, the property owner, or their authorized representative. Unsigned requests or not authorized will be returned as incomplete.

B. Required Attachments

Please include the following attachments and the completed form for us to consider your request. Incomplete requests will be returned.

- 1) A non-refundable processing fee of \$100.00 must be paid.

- 2) A copy of the deed or any other legal document indicating the current property owner.
- 3) A written authorization from the property owner or their representative. The authorization should demonstrate that the representative has the authority to request on behalf of the owner. Acceptable documentation includes a letter of authorization, power of attorney, corporate officer, managing partner, member, or corporate resolution. Please make sure that all relevant documentation is provided.
- 4) A copy of the recorded code enforcement order imposing penalties and costs subject to the request.
- 5) A copy of the code enforcement order showing that the subject code violations have been corrected.
- 6) Any other documentation and exhibits offered in support of the request.

C. Basis for Lien Reductions

- 1) The severity of the violation;
- 2) The level of cooperation shown by the respondent, including whether the respondent appeared before the Special Magistrate during the original hearing;
- 3) The documentation submitted by the property owner or violator in support of the request;
- 4) Whether the property owner or violator has new evidence or information that was not available during 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 persisted;
- 8) Whether the respondent has been deemed a repeat offender by the Special Magistrate;
- 9) Whether the applicant or managing member of the applicant owns other properties in the Village, and how many of those properties have had code cases or code enforcement liens;
- 10) Whether the Village's lien is preventing the sale or restoration of the property or transfer to a new owner;
- 11) Whether the property is classified as homesteaded, abandoned, or in need of restoration;
- 12) For abandoned properties, it is essential to consider if the police department has advised that the property is declining due to acts of vandalism, is a potential site for criminal activity, or any other criminal or safety concerns. This information should be considered when reducing the fine or lien, allowing the asset to be transferred to a new owner.