

**CODE ENFORCEMENT  
REQUEST FOR REDUCTION OF FINE  
CITY OF CORAL SPRINGS, FLORIDA**

**INSTRUCTIONS:**

Please complete the application for the reduction. Upon completion submit this application, **together with a non-refundable application fee of \$300.00 (effective October 1, 2011, by Resolution 2011-039 adopted on 9/20/11)** to the Code Enforcement Division, Department of Development Services, City of Coral Springs, 9551 West Sample Road, Coral Springs, Florida 33065. Attn: Reduction Request

The property must be in compliance. This document once submitted will become a public record. This is the basis for your request. Be specific when writing your statements. The City will present your request to the Special Magistrate at the next available scheduled hearing. If you have any questions, please call the Division Secretary at (954) 344-5964.

**BY COMPLETING THIS FORM, YOU ARE SUBMITTING A NOTARIZED STATEMENT.**

The property owner, or his/her designated agent, must appear at the scheduled hearing in order to have this case presented to the Special Magistrate.

The Special Magistrate may grant a Reduction of Fine after consideration of criteria that includes, but is not limited to, the following:

1. The cooperation of the respondent, including whether the respondent had appeared before the board and/or special magistrate at the original hearing;
2. The documentation provided by the property owner or violator in support of the request;
3. Whether the property owner or violator has new evidence or information that could not be provided at the original hearing;
4. Whether there was any extraordinary hardship which existed or currently exists;
5. Whether the applicant was the property owner when the fine or lien was imposed;
6. The number of days that the violation existed;
7. Whether the respondent has been deemed a repeat violator by the board or special magistrate;
8. Whether the property is homestead or non-homestead property; and

9. The administrative cost to the city for the handling of the case, including the preparation of lien, recording and release of lien fees.
10. Whether the city lien is, in a practical sense, interfering with the sale or restoration of the property or will prevent the property from being conveyed to a new owner;
11. Whether the property is abandoned and 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 public 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.
13. The costs, if any, charged to city to abate a violation on the subject property.

To the extent possible, your statement should address any of the applicable criteria designated above.

In addition, the Special Magistrate shall consider the recommendation of the Code Enforcement Division.

The Respondent(s), current owner or his/her representative must be present at the hearing and may have an opportunity to present additional information at the time of the hearing.

If the Special Magistrate denies the request, the entire fine shall remain in full force and effect.

If the property is the subject of a foreclosure, please attach a copy of the Certificate of Title and Final Summary Judgment of Foreclosure.

***You may complete one application per property address if the Respondent is the same for each case. However, if there are different Respondents, a separate application is required for each Respondent.***

If other than the property owner submits and signs this application, please submit documentation that you are authorized to represent the owner.

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**FOR OFFICE USE ONLY**

\$300 Application Fee Submitted: Yes \_\_\_\_ No \_\_\_\_

Received By: \_\_\_\_\_

Scheduled Hearing Date: \_\_\_\_\_

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

Authorization Attached: Yes \_\_\_\_ No \_\_\_\_

**APPLICATION FOR REQUEST FOR REDUCTION OF FINE  
CODE ENFORCEMENT DIVISION  
CITY OF CORAL SPRINGS, FLORIDA**

**Date:** \_\_\_\_\_ **Case No.(s)** \_\_\_\_\_

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

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

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

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

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

Facsimile number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Name and address of person completing request: *If different from above:*  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Facsimile number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Relationship to Owner \_\_\_\_\_

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

Case No. \_\_\_\_\_ Case No. \_\_\_\_\_

Case No. \_\_\_\_\_ Case No. \_\_\_\_\_

**(Example: Case No. 11-2222 \$5000.00)**

(Note: Administrative costs, any cost to correct, and preparation of lien, recording and release fees (all of which cannot be waived), will be added to any reduced fine amount)

Is this property the subject of a foreclosure? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach a copy of the Certificate of Title (CET) or if a CET has not yet been issued, attach a copy of the Lis Pendens and/or Final Summary Judgment of Mortgage Foreclosure.

Does this property have a contract for sale pending? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is the pending sale a short sale? Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may attach additional pages/documents you believe are necessary. Please sign in the appropriate place and have notarized.

**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

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
Printed, typed or stamped name of  
Notary Public exactly as Commissioned

Personally known to me, or  
 Produced identification:  
(Type of identification produced)

**IF CORPORATION:**

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

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

Title: \_\_\_\_\_

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

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

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 2011, before me, the undersigned Notary Public of the State of \_\_\_\_\_, the foregoing instrument was acknowledged by \_\_\_\_\_ (name of corporate officer), \_\_\_\_\_ (title), of \_\_\_\_\_ (name of corporation), a \_\_\_\_\_ (state of corporation) corporation, on behalf of the corporation.

NOTARY PUBLIC SEAL  
OF OFFICE

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
Printed, typed or stamped name of  
Notary Public exactly as Commissioned

Personally known to me, or  
 Produced identification:  
\_\_\_\_\_  
(Type of identification produced)