



CEB# \_\_\_\_\_

## CITY OF RIVIERA BEACH CODE ENFORCEMENT FINAL ORDER EXTENSION REQUEST

Extension requests of Final Orders of the Special Magistrate may be advanced for Magistrate consideration only if the applicant can demonstrate progress towards correcting the violation(s) listed in the Final Order. The City's final determination depends on a number of factors, but are not limited to the following:

- 1 The seriousness of the violation(s)
- 2 The length of time and effort it took to obtain compliance; and
- 3 The property owner's past history of code violations

### 1. Property Address:

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

### 2. Applicant Information:

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

Company (if Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Property Owner Information:

  

*\*Check here if same as applicant*

*\*If more than one owner, attach additional sheets with names and addresses*

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

Company (if Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

4. Please list the violation(s) you have already corrected below:

5. Please List the violation(s) for which you are requesting an extension below:

6. Please provide the following information:

Code Enforcement case number: \_\_\_\_\_

Do you have a copy of the Notice of Violation issued by the Code Enforcement Division ? :

YES  NO

Did you have a copy of the Final Order issued by the Special Magistrate ? :

YES  NO

The factual basis upon which the application for reduction or forgiveness of the fine should be granted:

The reasons, if any, compliance was not obtained prior to the order of penalty or fine being recorded

**Special Magistrate Meeting process information - PLEASE READ**

- 7. **Public Hearing Date and Location:** All regularly scheduled hearings are held on the third Thursday of each month at 2:00pm in the City of Riviera Beach City Hall Council Chambers located at 600 West Blue Heron Blvd, Riviera Beach, FL.
- 8. **Notice of Hearing:** If the application is accepted, the applicant will receive a written *Notice of Hearing*, which will include the date time and the fine reduction request will be considered by the Special Magistrate
- 9. **Presence at the Special Magistrate Meeting:** The applicant or his/her representative may be present to answer any questions concerning the request. If there are extenuating circumstances why the applicant or his/her representative cannot attend, please notify this office in writing prior to the meeting.
- 10. **Preparing for Special Magistrate Meeting:** It is the applicant's responsibility to research and know all laws that may be applicable and may affect the outcome of any decision on the applicant's request.
- 11. **Exhibits at the Special Magistrate Meeting:** If photographs, documents, maps or other materials are provided to the Special Magistrate as evidence at the hearing, the applicant must provide a copy to the Code Enforcement Division for examination. A minimum of three (three) copies of any exhibits and or evidence shall be provided. By law those instruments automatically become part of the public record and cannot be returned to the applicant
- 12. **Payment of Settlement:** The Code Enforcement Division will not accept payment until after the Special Magistrate has ruled in favor of the requested settlement offer. Payment must be in cash or certified check made payable to : **City of Riviera Beach**
- 13. **The Satisfaction of Lien:** is prepared by the City of Riviera Beach, Office of the City Clerk, not the Code Enforcement Division. Please contact the Office of the City Clerk at (561) 845-4091 to make arrangements to pick up your satisfaction of

nen.

**Original Compliance Deadline:**

\_\_\_\_\_

**Requested Extension Timeframe**

30 Days : \_\_\_\_\_

60 Days : \_\_\_\_\_

90 Days : \_\_\_\_\_

*(Final Extension)*

Other: \_\_\_\_\_

*(attach permits or other supporting documentation)*

It is the responsibility of the applicant to contact the Code Enforcement Division for a **RE-INSPECTION** on the violations have been corrected to prevent additional fines

\_\_\_\_\_  
*Applicant Name*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

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**FOR STAFF PURPOSES ONLY**

**Attach current photograph and compliance affidavit**

Support

Deny

Inspector \_\_\_\_\_

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

Field Supervisor Signature: \_\_\_\_\_

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

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

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