



City of Riviera Beach Code Enforcement Division

Fine Settlement Application

Property owners who correct their outstanding code violations and bring their property into compliance with City codes and ordinances may be eligible to negotiate a settlement of fines for failure to comply with the terms of an order of the Special Magistrate.

ELIGIBILITY CRITERIA:

- Property must currently be in compliance with all City Codes and Ordinances.
- Property owner must not have active code enforcement violations on this or any property owned in the City of Riviera Beach.
- The property must not be subject to foreclosure action by the City of Riviera Beach or prior settlement agreement by the Special Magistrate or City of Riviera Beach City Council .
- Lot Maintenance, Boarding and Securing and Water and Sewer Liens are not eligible for settlement and must be paid in full.

For more information regarding eligibility or if you have any question regarding a Fine Settlement please contact the City of Riviera Beach Code Enforcement Division at [\(561\)882-3505](tel:5618823505).

TERMS OF FINE REDUCTION:

- Eligible property owners will pay 5% of the total fine as settlement for the outstanding fine owed to the City.*
- The City of Riviera Beach will issue a Satisfaction of Lien to the property owner after payment has been processed.
- \$75.00 non-refundable Administrative Fee is due at the time of submittal for each property.

*The City of Riviera Beach typically reduces fines to 5% of the outstanding fine amount; however, the City reserves the right in its sole discretion to seek more than 5% or less depending on the seriousness of the violation; the length of time and effort it took to obtain compliance; and the property owner's past history of code violations. The City also reserves the right to initiate foreclosure proceedings to collect the outstanding fine balance in lieu of reduction.



FINE REDUCTION APPLICATION

City of Riviera Police Department, Code Enforcement Division
2051 Martin Luther King Jr. Blvd. Suite 100
Riviera Beach, FL 33404
Phone: (561)882-3505
Fax: (561)882-3513

This application must be completed in its entirety. Incomplete or ineligible file reduction requests will not be scheduled for a hearing before the Special Magistrate.

This form is divided into steps which will help you prepare your request, provide the necessary information, and prepare for the Special Magistrate Meeting.

**The City of Riviera Beach typically reduces fines to 5% of the outstanding fine amount; however, the City reserves the right in its sole discretion to seek more than 5% of the outstanding fine total (or less) depending on the seriousness of the violation; the length of time and effort it took to obtain compliance; and the property owner's past history of code violations. The City also reserves the right to initiate foreclosure proceedings to collect the outstanding fine balance in lieu of reduction.*

For Office Use Only - Date Received

Stamp Only When Fully Complete

PLEASE PRINT NEATLY OR TYPE APPLICATION

1. Date: _____

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. Information for property on which violation occurs:

Street Address and Location: _____

Parcel ID/Folio #: **If filling in on computer disregard spaces and dashes, just input #'s*

Existing Use(s) on Property: _____

Nature of Violation: _____

Date Fine Imposed: _____ Amount of Fine: _____

Have the violation(s) on the subject property been corrected?: Yes No

Date upon which the subject property was brought into compliance: _____

Fine Settlement Amount: \$ _____ -
(This amount should be 5% (0.05) of the total outstanding fine)

5. 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:

If seeking a fine reduction to an amount less than 5% of the outstanding fine total, please provide the total amount you offer as settlement and any other information deemed pertinent to this request; including but not limited to the circumstances that exist that would warrant further reduction or forgiveness of the fine. PLEASE NOTE: Change of property ownership and/or pending sale of property do not generally qualify as a basis for an additional fine reduction.

Are there any other properties within the jurisdictional limits of the City of Riviera Beach, owned by the applicant and or owners of the subject property on which code violations have been alleged, of which the case is still active, or a Finding of Facts has been entered by the Special Magistrate? If so please provide the address, the nature of violation and the status of each one:

6. Please submit the following items in order to complete this application:

- A. **Notarized application**
- B. **Administrative Fee \$_____**. Please note that the fee is non-refundable without regard for the final disposition of the application for satisfaction of fine.
- C. **Letter of Authorization:** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.
- D. **Corporate Documents:** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided. (<http://www.sunbiz.org/corpweb/inquiry/search.html>)
- E. **Additional Information (Optional)** :Submit any information that may be helpful in understanding the request.

7. **Application filing Deadline:** The application filing deadline is on the 3rd Friday of each month at 5:00pm for Special Magistrate Hearings that are held in the following month.

8. **Application filing procedure:** This application, together with all required exhibits and attachments, shall be completed and filed with the Code Enforcement Division prior to the established filing deadline for the public hearing. Call (561) 882- 3505 if you have questions or need assistance with your application.

Special Magistrate Meeting process information - PLEASE READ

9. **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.

10. **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

11. **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.

12. **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.

13. **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

14. **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

15. **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 lien.

16. Signatures and Notarization.

STATE OF _____ COUNTY OF _____

I, _____ being first duly sworn, depose and say that :

I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.

I am the legal representative of the applicant of this application and a notarized "Letter of Authorization" form or agent affidavit accompanies this application giving written authority, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand the Code Enforcement Fine Reduction Application and understand that is my application and all associated attachments are not complete and accurate, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to being scheduled to appear at the Special Magistrate Hearing.

(APPLICANT SIGNATURE)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known
OR
Produced Identification

Type of Identification Produced: _____

(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF PALM BEACH

Sworn and subscribed to before me this _____ day of _____, 20 _____