



The Village of Biscayne Park

600 NE 114th St., Biscayne Park, FL 33161

Telephone: 305-899-8000 Facsimile: 305 891 7241

CODE COMPLIANCE DEPARTMENT

FINE REDUCTION REQUEST

(Cover Sheet)

The code compliance board or special magistrate is hereby delegated the authority to hear requests for fine reductions pursuant to the Village of Biscayne Park Code of Ordinances. In order for your request to be presented an application for a fine reduction, along with a fee, is required for each case.

A reduction request may only be considered if the following criteria is met:

- The code violation case with the fine imposed is in full compliance and verified by a code officer. You will need to request an inspection of the property prior to submitting this application to ensure compliance.
- The total amount you propose to offer is greater than zero.
- There is a valid reason why relief should be considered i.e.: hardship, new evidence or information available.
*Provide copies of documentation along with the application i.e.: order of enforcement, hardship letter, new evidence, etc.

Hearing Fee:

- Must be paid at submittal of "Request for Relief" application. See Fee Schedule on the Village Website.

The following costs will not be waived on any fines incurred as a result of a violation:

- Administrative (recording/releasing filing fees and staff time)
- Repairs and/or Work Orders performed or as contracted via the Village of Biscayne Park.
- Appeal Hearing Application Fee (will not be refunded)

Please Note:

If allowing a representative to appear on your behalf, please attach a letter to the application specifying the name of the individual and their relation to you or to the property. If you authorize that individual to negotiate any offers on your fine you must indicate that on your letter. All current property owners must sign the letter.

Property owners applying for relief must be the current owners of the property as reflected on the property appraiser's records and/or on the current warranty deed; or if you not own the property a power of attorney is required.

Hearings Dates:

Property owners will be notified of the hearing date via a "Notice to Appear" which will be mailed to the address on the property appraiser's records and posted at the property. Please check with the Code Department for the next hearing date. If you cannot attend, please ensure to reschedule your date for a future hearing.



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* ONE FORM REQUIRED FOR EACH CASE*

DATE: _____ / _____ /20 _____

PROPERTY OWNER'S NAME(S): _____

PHONE #: _____ EMAIL: _____

MAILING ADDRESS: _____

ADDRESS OF PROPERTY FINED: _____

CODE COMPLIANCE CASE #: _____

DATE OF CODE ORIGINAL BOARD HEARING: _____ / _____ / _____

CURRENT AMOUNT OF FINE: \$ _____

REASON WHY RELIEF SHOULD BE CONSIDERED: (attach additional sheets if needed & provide copies of documentation)

TOTAL AMOUNT YOU PROPOSE TO OFFER (must be greater than zero): \$ _____

*If allowing a representative to appear on your behalf, please attach a letter to this form with the name of the person and their relation to you. If you authorize that person to negotiate any offers on your fine you must indicate that on your letter. All property owners are required to sign the letter.

I (We) request relief from the above referenced fine for the reason herein set forth.

Owner's Signature

Print Name

Owner's Signature

Print Name

FEE: \$ _____ PAID BY: CASH CHECK NO. DATE: _____ / _____ / 20 _____