



**CITY OF PARKLAND  
6600 UNIVERSITY DRIVE  
REQUEST FOR A FINE OR LIEN MITIGATION  
BEFORE THE SPECIAL MAGISTRATE**

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

CITY OF PARKLAND vs \_\_\_\_\_  
(Respondent as listed on recorded Order of Imposition of Fine and Claim of Lien)

ADDRESS OF VIOLATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

EMAIL ADDRESS OF APPLICANT: \_\_\_\_\_

APPLICANT'S TELEPHONE NUMBER: \_\_\_\_\_

NATURE OF VIOLATION: \_\_\_\_\_

All Requests for a Fine or Lien Mitigation **MUST** have the following documentation provided as part of the application to be reviewed. Incomplete Requests will be returned to the applicant.

- \_\_\_\_\_ 1. Written request to the Special Magistrate showing good cause exists for mitigation.  
Good cause that there are circumstances beyond the applicant's control, which made it impractical to comply in the time set forth in the order.
- \_\_\_\_\_ 2. A copy of the recorded Lien and Order of Imposition of Fine and Claim of Lien.
- \_\_\_\_\_ 3. Certificate of Compliance from the Code Enforcement Officer.
- \_\_\_\_\_ 4. Written authorization from property owner.
- \_\_\_\_\_ 5. **If foreclosure proceedings have been initiated on the property, a copy of the Lis Pendens must accompany this application.**

\_\_\_\_\_ 6. **If a Final Judgement on a foreclosure case has been issued, a copy of the order including the date of the judgement must be provided.**

\_\_\_\_\_ 7. \$500 fee required to file any request. Fee must accompany this Request. Checks shall be made payable to City of Parkland.

NAME OF ATTORNEY \_\_\_\_\_

IF APPLICABLE – Information to be completed by attending Attorney only

ADDRESS OF ATTORNEY: \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS FOR ATTORNEY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

I CERTIFY THAT I am the current owner of the subject property or an Attorney for said owner or, that I am the legal representative for the property or otherwise authorized to act on behalf of the property owner in this matter.

\_\_\_\_\_  
Signature of Applicant/Attorney

\_\_\_\_\_  
Date

(NOTE: Proof of such lawful authority or written authorization from the property owner must be provided by the applicant ten (10) days prior to this matter proceeding to a hearing before the Special Magistrate)

#### PROCEDURES

1. Completed application, including required payment, must be received a minimum of ten (10) days prior to the Code Enforcement Hearing.
2. The applicant or his/her attorney shall appear before the Special Magistrate at the scheduled hearing.
3. The Special Magistrate shall only mitigate the lien if good cause is found to exist.
4. The Special Magistrate shall render a written decision on the request. In no event shall the fine be reduced to less than the City's documented costs.
5. The Special Magistrate's revised order shall be final, provided that the amount set forth in the revised order is paid within thirty (30) days of that determination.
6. Applicant must provide hard copies of any documents or photos they wish to submit – electronic copies will not be accepted.