



CITY OF NORTH MIAMI BEACH CODE COMPLIANCE DIVISION LIEN OR FINE MITIGATION APPLICATION

Minimum Application Requirements (Incomplete or inaccurate applications may be returned and not processed)

1. This request must be notarized. Hard costs must be recovered in this process and are not subject to negotiation. These costs include, but may not be limited to, lot clearing, board up, temporary fencing, demolition, or condemnation. Utility liens (water billing, etc.) are not processed with this application.
2. Evidence of financial interest. Include one or more of the following, Miami-Dade Tax Collector data, Deed, Mortgage, or signed contract to purchase.
3. If you are not the property owner, a notarized letter or Power of Attorney, giving you authority to negotiate liens and appear at the hearing, from the property owner or managing member of the corporation (for properties owned by a company).
4. Attach copies of all invoices and costs associated with bringing this property into compliance.
5. Dated color photos of the current property swale, front, rear, and side view. The date on the photos should be no earlier than 30 days from the date the application is submitted to the City for processing.

City of North Miami Beach’s Lien Mitigation Policy (Pursuant to Resolution #2015-14)

- **Reductions of \$100,000 or less**, the **City Manager** and/or his/her designee may mitigate the lien per the Resolution procedure subject to final certification by the Special Magistrate or Code Enforcement Board.
- **Reductions over \$100,000**, the **City Commission** shall hear and determine mitigation settlements. This means the request will be considered by the City Commission at one of their monthly meetings.
- **Lien Settlement Amount Criteria.** The following criteria will be used for determining the mitigation.
 - *The subject property is in full compliance with the City's Code, Florida Building Code, Fire Code, and all applicable laws and regulations;*
 - *All properties within the City of North Miami Beach owned by the same property owner are in full compliance with the City's Code, Florida Building Code, Fire Code, and all applicable laws and regulations;*
 - *All special assessment fees and liens for costs arising from services rendered by the City against the subject property are paid in full;*
 - *Full payment of all fees and costs in connection with the satisfaction of each code violation lien has been or will be made prior to the release of any lien;*
 - *All concerned City departments have reviewed information relevant to the settlement request and have confirmed that the property is eligible for settlement of the lien(s);*
 - *The City Attorney has reviewed information relevant to the settlement request and has confirmed that settlement of the subject lien(s) is appropriate.*

Tax Folio Number	Case Number(s)	Lien or Fine Amount(s)	Reduction Offer Per Case
		Total:	Total Offer:

(attach separate sheet if necessary)

Applicant & Property Owner Information

Subject Property Address(es): _____



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Applicant Name _____

Applicant Mailing Address _____

Relationship to Property Owner _____

Phone Number _____ Email Address _____

Property Owner Name _____

Property Owner Mailing Address _____

Will an attorney represent the property owner? _____

Are you representing a potential buyer of the property? _____

Are you representing a former owner of the property? _____

List all other properties owned by the property owner in the City of North Miami Beach (attach separate sheets if necessary):

Applicant Justification

Please describe any mitigating circumstances that would warrant a reduction of the lien(s)/fine(s). Attach copies of all invoices and costs associated with bringing this property into compliance (attach separate sheet as necessary)

List or explain reasons why the violation was not complied within the timeframe provided by the Special Magistrate or Code Enforcement Board (attach separate sheet as necessary)

Sign _____ Date: _____

Print Name _____

Sworn to and subscribed before me this ____ day of _____, 20 ____, by _____ who is personally known.

Drivers License #: _____

Signature of Notary Public, State of Florida