



Mayor's Office
Code Compliance Division
City Hall – 401 Clematis St – 1st Floor
P.O. Box 3366, WPB, FL 33402-3366
Telephone: 561/822-1465
Fax: 561/822-1486

**REQUEST FOR MOTION OF REDUCTION OF FINE, FULL, PARTIAL OR
CONDITONAL RELEASE OF LIEN**

INSTRUCTIONS: **Property must be in FULL compliance prior to submission of request.** Please fill out this form completely, notarizing the second sheet (Affidavit of No Debt to City). Be specific when writing your statement. Please return this form to the Code Compliance Department, Administrative Assistant at the above address. The Special Magistrate will consider requests for waivers/reductions only one time for each case. The Special Magistrate decision shall be the final action on the case.

Respondent(s) Name: _____

Firm, Partnership or Business (if applicable): _____

Relationship to subject property: _____

Telephone Number: _____ (Cell #) _____

E-Mail Address: _____

Code Compliance Case Number: _____

Violation Address: _____

State reasons and be specific as to why a waiver/reduction should be granted (attach an additional page if necessary):

Signature

Print Name

Date

By completing this form you are making statements under oath. Failure to be truthful is a violation of Florida Statutes pertaining to perjury, which is a felony, punishable by up to 15 years in prison.