

Fact Sheet

Leon County Code Enforcement Board - Request for Reduction of Fine

When may a Request for Reduction of Fine be made to the Code Enforcement Board-?

Once an Affidavit of Compliance has been obtained from the Department of Development Support and Environmental Management, a written request for reduction of fine may be submitted to the Code Enforcement Board Administrator.

Who may make a Request for Reduction of Fine?

A request for a Reduction of Fine must be made by the property owner of record, or a personal representative with a Power of Attorney. You **MUST** be present for the Request to be heard.

How do I make a Request for Reduction of Fine?

A written request must be submitted to the Code Enforcement Board Administrator no later than the fifteenth day of the month prior to any scheduled meeting.

Where do I send my Request?

Leon County Development Support and Environmental Management
Code Enforcement Board
435 N. Macomb Street, 2nd Floor
Tallahassee, Florida 32301
(850) 606-1300
CodeCompliance@LeonCountyFL.gov

What information is needed?

You must state specific reasons outlining your financial hardship, and attach documentation supporting your claim. If you do not state specific reasons, and do not provide documentation, your petition may be denied. You **MUST** be present for the Request to be heard by the Board.

When does the Code Enforcement Board hear a Request for Reduction of Fine?

The Code Enforcement Board meets the third (3rd) Thursday of the month at 1:00 pm at the Renaissance Building, 2nd Floor Conference Room.

Do I have to be present in order for my request to be heard by the Code Enforcement Board?

Yes, your presence is required. The property owner, or personal representative, **MUST** be present for the Request to be heard by the Board.

How much will my fine be reduced?

Staff will provide the Code Enforcement Board with a recommendation. Staff's recommendation is based on the length of time the property remained in violation and administrative costs. However, the Board makes the final determination as to how much a fine will be reduced.

If my fine is reduced, but not zeroed out, how long will I have to pay the reduced fine amount?

Typically the Board orders that a reduced fine amount be paid within a 30 day timeframe. However, it is up to the Board's discretion and additional time may be granted.

What happens if the reduced fine amount is not paid within the allotted timeframe?

Once the fine has been reduced, if it is not paid within the designated time frame, the fine reverts to the original fine amount, minus any amount paid.

When will the lien be released from my property?

The lien will remain in effect until the outstanding fine has been resolved. At which time, Staff will submit a Satisfaction of Lien to the Clerk of Court Recording Division to release the lien.