

CODE COMPLIANCE  
100 WEST ATLANTIC BOULEVARD, SUITE # 307  
POMPANO BEACH, FLORIDA 33060  
954-786-4361 Phone  
954-414-8184 Fax  
[pbcode@cgasolutions.com](mailto:pbcode@cgasolutions.com)

## APPLICATION FOR RELIEF

PLEASE PRINT

*\* See the attached Filing Instructions and General Guidelines for additional information but do not include same when submitting your Application For Relief which will not be processed until Code Compliance has verified all property(ies) owned by the Property Owner in the City of Pompano Beach are documented as being in compliance.*

CASE #(s) \_\_\_\_\_

CITY OF POMPANO BEACH vs. \_\_\_\_\_

(Respondent as listed on Order of Imposition of Fine & Claim of Lien)

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

(Person submitting Application)

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

(For future Notices/Orders)

APPLICANT'S EMAIL \_\_\_\_\_

APPLICANT'S PHONE NUMBER \_\_\_\_\_

ADDRESS OF PROPERTY(IES) \_\_\_\_\_

FOLIO #(S) OF PROPERTY(IES) \_\_\_\_\_

NATURE OF VIOLATION(S) \_\_\_\_\_

THIS PROPERTY CURRENTLY IS IS NOT INVOLVED IN LITIGATION (check one)

**All Applications for Relief MUST include the following documentation if the relief requested is based upon a foreclosure.**

1. A copy of the recorded Notice of Lis Pendens with the recording date, book and page shown;
2. A copy of the Foreclosure Complaint;
3. A copy of the recorded Final Judgment with the recording date, book and page shown; and
4. A copy of the recorded Certificate of Title with the recording date, book and page shown.

WHY RELIEF SHOULD BE GRANTED:

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(Attach additional pages if needed along with any supporting documentation)

NAME OF ATTORNEY/ LEGAL REPRESENTATIVE \_\_\_\_\_  
(If applicable)

If someone other than the Property Owner is submitting this Application, you MUST attach a Notice of Appearance (if an attorney) or notarized written proof of Authorization from the Property Owner.

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE SPECIFY HOW YOU WOULD LIKE TO RECEIVE ANY NOTICES OR ABATEMENT ORDERS ISSUED ATTENDANT TO THIS APPLICATION

\_\_\_\_ U.S. mail      \_\_\_\_ email      \_\_\_\_ U. S. mail and email

I CERTIFY THAT I am the current owner of the subject property or other authorized legal representative for the Property Owner in this matter.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**APPLICATION FOR RELIEF  
FILING INSTRUCTIONS AND GENERAL GUIDELINES**

1. Application. Please submit your Application for Relief and any supporting documentation (collectively the “Application”) to the Special Magistrate Clerk (the “Clerk”) via email, fax or mail as indicated below.

Email: [pbcode@cgasolutions.com](mailto:pbcode@cgasolutions.com)

Fax: (954) 786 5530

Mail: Code Compliance  
100 West Atlantic Boulevard  
Suite 307  
Pompano Beach, FL 3330600

Details regarding your Code Enforcement case(s) can be accessed at <http://pompanobeachfl.gov/>  
Go to the Directory (top left)  
Then to Code Compliance  
Under Downloads and Links, go to Code Compliance Cases  
You can search by Case Number, Address or Owner Name

2. Initial consideration. No Application shall be processed unless until Code Compliance has verified all property(ies) owned by the Property Owner in the City of Pompano Beach (“City”) are documented as being in compliance. If relief is denied due to lack of compliance, such denial shall be without prejudice to re-file the Application.

The Clerk shall not process an Application on any Property which is the subject of any pending foreclosure action filed by the City Attorney's Office or on which the City Attorney's Office has filed a claim for surplus funds without the expressed written consent of the City Attorney's Office.

3. Hearings. Abatement hearings on Applications are held every second Wednesday at 3pm in the City Commission Chambers located at 100 West Atlantic Boulevard, Pompano Beach, FL 33060. City staff reviews the Applications on the Friday or Monday before the Application is scheduled for hearing before the Special Magistrate and will contact the Applicant by phone and/or email with the City's recommended settlement sum.

If the Applicant finds the City's recommendation acceptable, the parties will confirm the terms in writing and the Applicant need not appear at the abatement hearing as City staff will present said agreement to the Special Magistrate for formal approval.

If the Applicant does not agree with the City's recommendation, the Applicant shall attend the abatement hearing and plead his/her case to the Special Magistrate who shall make the final determination regarding a settlement sum and deadline for payment in full.

4. Hearing. The Application will be set for the next available hearing date after the Application is reviewed and processed. If all compliance requirements have been met, the Clerk shall schedule an abatement hearing before the Special Magistrate and notify the Applicant not less than ten (10) business days prior to the scheduled hearing.

5. Determination. The Special Magistrate shall enter an Order denying or granting the requested relief, or such other relief as the Special Magistrate deems proper. The Special Magistrate shall consider all relevant factors to determine what relief, if any, is appropriate including, but not limited to:

- (a) The nature and gravity of the violation(s);
- (b) Any actions taken by the Property Owner to correct the violation(s);
- (c) Any previous violations committed by the Property Owner on the subject property or any other property owned by the Property Owner in the City of Pompano Beach;
- (d) The length of time it took the Property Owner to comply the violation(s);
- (e) Any costs expended by the Property Owner to cure the violation(s) as provided by supporting documentation; and
- (f) Any other special circumstances deemed relevant by the City or Special Magistrate such as death, illness, litigation, etc....

Any relief granted by the Special Magistrate shall be contingent upon payment of the settlement sum in full within the time specified in the Abatement Order as well as payment in full of any other special assessment lien(s) the City may have against properties in the City owned by the Property Owner. The Clerk shall provide copies of the Abatement Order to the City and to the Property Owner within two weeks after said Order is rendered by the Special Magistrate.

6. Payment. Payment can be made in cash or via personal check, credit/debit card, money order or wire transfer made payable to the City of Pompano Beach and delivered to Code Compliance at the mailing address indicated above. The Property Owner shall be responsible to reimburse the City any costs it incurs as a result of insufficient funds received. It takes the Clerk approximately two to three weeks after payment in full is received to process payment, prepare/record a Release of Lien(s) and forward said recorded Release to the Applicant.

7. Appeal of Abatement Order. Relief under this section is strictly discretionary by the Special Magistrate.