

## Code Enforcement Fine Reduction Criteria

Please note that while the Crescent City Code Enforcement Board/Special Magistrate may hear fine reduction requests, a fine reduction is in no way guaranteed to the applicant. The Code Enforcement Board/Special Magistrate, in reviewing a fine reduction request, may consider the following criteria:

1. Has the Code Enforcement Case been closed against the subject property?
2. Does the applicant own other properties within the City and does a history of Code Compliance issues with those properties exist?
3. Does the applicant have a documented medical hardship preventing the applicant from compliance in a timely manner?
4. Is the applicant the owner of the record at the time the Code Enforcement Fine started? If, not how quickly has the new owner moved to bring the property into compliance?
5. Were the costs to bring the property into compliance significant and can the applicant provide verifiable receipts for expenses?
6. Was the Code Enforcement Case for violations that constituted a hazard or sanitary nuisance?
7. Did compliance involve coordination with other agencies which affected compliance in a timely manner?
8. Has the applicant made efforts to make the property better than the Code minimum relative to the violation?
9. Any other factor that can be documented by the applicant and show hardship and or provide a reasonable basis for the requested reduction. (Out-of-area residency is not a hardship for this criteria)

### **Instructions to the Applicant:**

A complete Fine Reduction request form must be submitted not later than 30 days prior to the Code Enforcement Board/Special Magistrate meeting you wish to be heard on. Completed forms are to be submitted to the Code Enforcement Officer.

Supporting documentation is required for consideration under the review criteria. Simply stating that compliance costs you a lot of money without copies of receipts will not merit consideration under the review criterion. Likewise, medical hardships must be supported by verifiable documentation from your healthcare provider.

Applicants must attend or be represented at the Code Enforcement Board/Special Magistrate meeting for consideration of their fine reduction application. If you are unable to attend, please be sure to have an executed "Authorization to Represent" form on file with the Code Enforcement Officer prior to the meeting and confirm your representative's attendance. Failure to attend or be represented at the meeting will preclude your application from being considered before the Code Enforcement Board/Special Magistrate.



**Code Enforcement Fine Reduction Request**

An application for reduction of a fine previously imposed by the Crescent City Code Enforcement Board/Special Magistrate shall be in writing and shall include the following:

Name of Owner/ Applicant: \_\_\_\_\_

Case # \_\_\_\_\_, Address of property: \_\_\_\_\_

Amount of fine as of the date of application: \$ \_\_\_\_\_ (Consult with Code Enforcement Officer for accrued fine amount)

Amount of reduction of fine requested: Reduce fine from the existing amount of \$ \_\_\_\_\_ to a fine of \$ \_\_\_\_\_

The grounds for my reduction request are as follows: (See reverse for fine reduction consideration criteria)

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(provide additional separate sheets and documentation as necessary)

BY SIGNING BELOW, I HEREBY ATTEST AND AFFIRM I UNDERSTAND THAT I AND/OR MY DESIGNEE MUST PERSONALLY APPEAR BEFORE THE CRESCENT CITY CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE UNDER OATH TO PRESENT AND DEFEND MY REQUEST FOR FINE REDUCTION. I FURTHER ATTEST AND AFFIRM THAT I UNDERSTAND THAT WHILE THE CODE ENFORCEMENT BOARD/SPECIAL MAGISTRATE MAY HEAR MY REQUEST FOR A FINE REDUCTION, I AM NOT ENTITLED TO THE RIGHT TO A FINE REDUCTION, AND THE CODE ENFORCEMENT BOARD IS NOT OBLIGATED TO PROVIDE SUCH A REDUCTION.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE