

CODE ENFORCEMENT BOARD,
IN AND FOR OSCEOLA
COUNTY, FLORIDA

CASE NO.:

OSCEOLA COUNTY,
Petitioner,

V.

Respondent(s).

REQUEST FOR REDUCTION OF PENALTY

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH. KNOWINGLY MAKING A FALSE STATEMENT, IN WRITING, IS A VIOLATION OF FLORIDA STATUTES, CHAPTER 837, REGARDING FALSE OFFICAL STATEMENTS, AND IS A MISDEMEANOR PUNISHABLE AS PROVIDED IN FLORIDA STATUTES, SECTIONS 775.082 OR 775.083.

INSTRUCTIONS:

Please fully complete each page of this request. It is important that your sworn statement provided specific reasons for this request and that you attach any supporting documentation which might help your case. If a new property owner has purchased property with a lien and requests a reduction, County staff will, in calculating a recommended reduction, subtract the costs incurred for bringing subject property into compliance (the new property owner must provide proper documentation of costs) from the total lien amount prior to using the penalty reduction matrix. Once the request is completed, the owner, or that individual who is at least 18 years of age and is authorized to act on behalf of the owner, must return the original form in person to the Code Enforcement Board Administrative Secretary, Code Enforcement Department, 1 Courthouse Square Ste. 1100, Kissimmee, Florida 34741. The request must be either notarized upon execution or executed before a Notary in the Code Enforcement Department. If you choose to execute the request before a Notary in the Code Enforcement Department, you must present a picture ID. Upon receipt, your request will be placed on the next available Board of County Commissioners agenda as set forth below. If you have any questions please call the Administrative Secretary at (407) 742-0400. The Board of County Commissioners will consider requests for reduction of penalty only one time for each individual case. If you fail to appear at the hearing date, as set forth below, without submitting a written request to have same continues, you may be forfeiting your right to be heard in this matter. The Board's decision is final.

If you choose to have someone represent you other than an attorney, you must provide a letter of authorization which contains the name of the individual who will be representing your interest. Additionally, in order for the Board of County Commissioners to consider the testimony of the individual, the letter must be signed by you and notarized.

PERSONAL INFORMATION:

Property Owner: _____

Address: _____

Daytime Phone No: _____

Alternate Phone No: _____

Email Address: _____

If the property owner is unable to complete this form or speak on his or her behalf, please complete the following information for that individual who is at least 18 years of age and is authorized to act on behalf of the owner.

Name: _____

Relationship to Property Owner: _____

Daytime Phone No: _____

Email Address: _____

REQUEST:

Are you requesting a reduction of your penalty? _____ Yes _____ No

If yes, to what amount are you requesting: \$ _____

If no, please explain: _____

SWORN STATEMENT

I, _____, do hereby submit this request for reduction of penalty or extension of compliance time (circle one) based on the following: _____

(Attach additional sheets if necessary to complete your statement)

Please list all supporting documentation which you have attached hereto: _____

I swear or affirm the above to be a true and correct statement, executed on the _____ day of _

_____ 20____.

Signature

Printed

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____
_____, 20____, by _____, who is
either personally known to me or produced _____ as
identification.

(stamp)

Notary Public, State of _____

Comm. Expires: _____

FOR OFFICIAL USE ONLY

This cause will be heard by the Osceola County Board of County Commissioners on Monday,
_____, 20____, at _____ p.m. in the Commission
Chambers located on the fourth floor of the County Administration Building, 1 Courthouse Square, Ste.
4100, Kissimmee, Florida.

**IF you fail to appear at the hearing date, as set forth above, without submitting a written request to
have same continued, you may be forfeiting your right to be heard in this matter. The Board's
decision is final.**

OSCEOLA COUNTY CODE ENFORCEMENT DEPARTMENT

Signature

Printed/Title

Respondent Received Copy:
Mailed / Emailed