



**CODE COMPLIANCE DIVISION
APPLICATION FINE/LIEN REDUCTION
PURSUANT TO SECTION 2-88.5, CAPE CORAL CODE OF ORDINANCES**

Complete the form below in its entirety and attach the requested supporting documents.
Drop off or Mail Application to: City of Cape Coral Code Compliance Division, PO Box 150027, Cape Coral, FL 33915.

Code Case Number:

Violation Property Address:

Combined applications will not be accepted.

Applicant's Name (Property Owner or Authorized Representative):

****This will be the only contact person for this application.**

Current Property Owner Name:

Applicant's Relationship to Property Owner:

Applicant's Mailing Address:

Applicant's Telephone Number: (____) _____ - _____

Applicant's E-mail Address*: _____

**If email address is provided, you will not receive any USPS mail. If no email address is provided all documents will be USPS mailed to the above mailing address provided.*



Checklist: All documents below, if applicable, must be included in packet. Application will be rejected by City staff if documents are missing. NOTE: Documents provided are subject to the Public Records Law. Initial each check mark once completed.

- _____ Printout from the Lee County Tax Collector's Account History (List of yearly payments). Follow the link and enter your property address to obtain a copy of your property tax payments. <https://county-taxes.net/fl-lee/property-tax>. A fine/lien reduction will not be granted by the Special Magistrate unless all ad valorem property taxes for the subject real property are paid.
- _____ Print out from the Lee County Property Appraiser's Office showing proof of property ownership. Go to <https://leepa.org/Search/PropertySearch.aspx> and enter your property address. If the property owner is represented by another party, provide documentation that the party representing the property owner has authority to act upon the property owner's behalf. A notarized authorization or Power of Attorney outlining the specific duty said party is authorized to carry out will be required. If you are an attorney, submit a letter of representation.
- _____ Provide a statement/estoppel letter from Cape Coral Customer Billing Services Division confirming that all utility charges and special assessments are paid and/or current, or if the City of Cape Coral does not provide utility services to this property. The link to check for outstanding balances owed to the City of Cape Coral is https://www.capecoral.gov/department/information_technology_services/disclaimer.php A fine/lien reduction will not be granted by the Special Magistrate unless all special assessments, City utility charges and other government-imposed liens against the subject real property are paid.
- _____ Code Compliance Lien Search. Email the request to code@capecoral.gov. Code lien search must have been completed within thirty (30) days of you submitting your application. If it is older than 30 (thirty) days, a new lien search must be completed. All City Code violations as related to the order rendered by the Special Magistrate at the initial violation hearing have been corrected under necessary permits issued therefor, and there are no other code liens on the property.
- _____ Property is now in compliance. If property is not in compliance, the lien reduction application will be rejected by city staff.
- _____ A \$305.00 administrative cost will be assessed by the Special Magistrate upon ratification of the Order for Reduction of Fines/Liens.



I understand that I am requesting a fine/lien reduction. I understand the application may be rejected by City staff. If rejected by City staff, I am requesting to be heard before the Special Magistrate to plea my fine/lien reduction request. I understand that there is a non-refundable / non-transferable application, administrative cost of \$305.00. This administrative cost must be paid upon ratification of the Order for Reduction of Fine/Lien by the Special Magistrate. I understand that this application is only valid for ninety (90) days from the date listed on this application. If this application is deemed abandoned, I understand that I must re-apply and begin the process again. I understand if at any time during this fine/lien reduction process my property is sold or transferred to another party, this application and any offer provided by the City will no longer be valid. I understand that if I do not respond by the deadline on documents, this application and any offer provided by the City will no longer be valid.

Signature of Property Owner, Applicant or Authorized Representative:

Print Name of Property Owner, Applicant or Authorized Representative:

Today's Date: _____

***** OFFICE USE ONLY*****

DATE OF RECEIPT: _____ (STAMP OR WRITTEN)

CIRCLE ONE: MAILED-IN | DROPPED OFF

APPLICATION COMPLETED? Yes | No

STAFF WHO RECEIVED AND REVIEWED APPLICATION:
