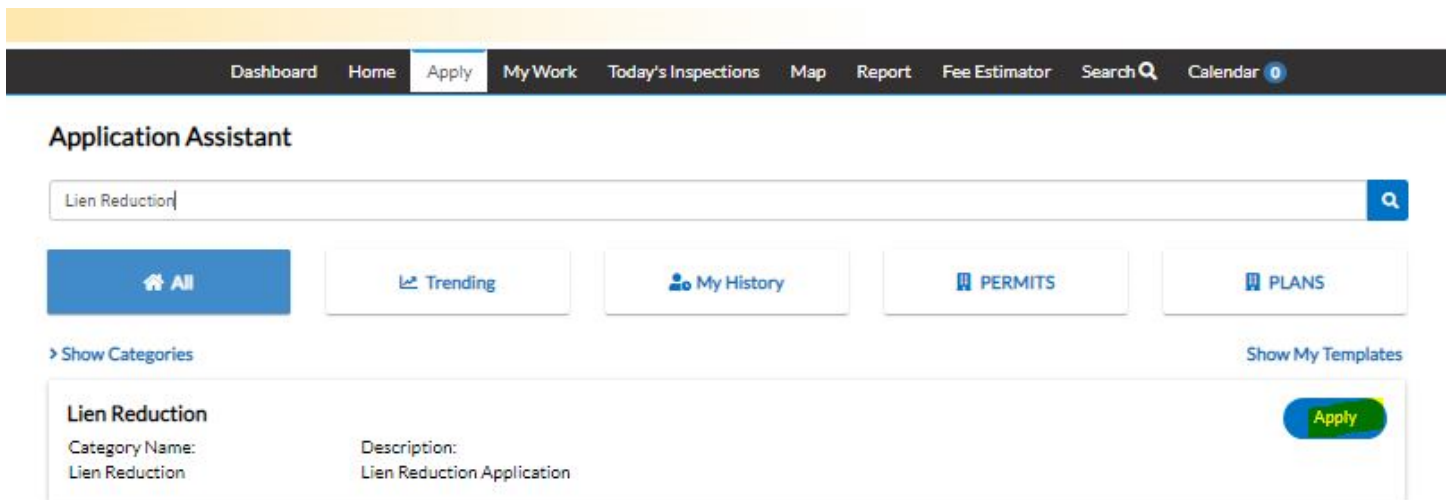


Civic Access - Apply for a Lien Reduction

- Click Apply and select PERMITS.
- Type Lien into the search bar and you will see Lien Reduction
- Select apply.



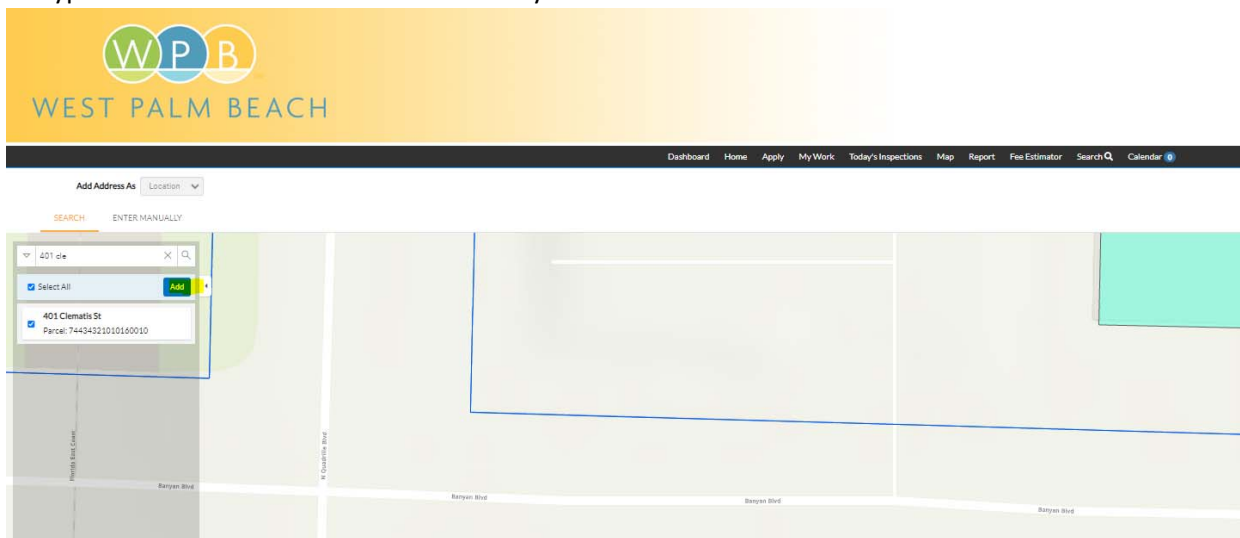
1. Enter your address to search

Putting the full address may cause search engine to produce many results.

Start with short version of your address to see what populates.

For example I typed in "401 CLE" and got the result I wanted.

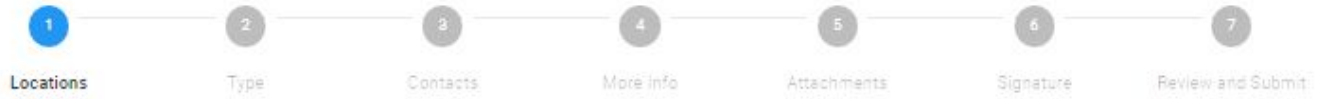
If I typed in the full address I would see many more results because I have increased the search criteria.



You need to select the address from any that are provided.

I only have one result here, but I still need to select it.

Hit "Add" to add that address to the permit.



LOCATIONS

Please select the project location. You can search by property address or the Parcel Control Number (PCN). If you can't find your address, please contact ds_addressing@wpb.org.

Note, a code enforcement lien reduction application is applicable for one single property only. If you have code enforcement liens on more than one property, each property requires a separate lien reduction application.

Click "Save Draft" to save your information and return later to finish the application or click "Next" to move forward to the next step.

The form displays a single location entry. On the left, a white box contains the following information: 'Type: Location', '401 Clematis St, West Palm Beach, FL, 33401', 'Main Address' with a checked checkbox, 'Parcel Number' '74434321010160010', 'Main Parcel' with a checked checkbox, and a blue 'Remove' button. To the right is a blue vertical panel with a 'Location' dropdown menu at the top, the text 'Add Location', and a large white plus sign.

Create Template

Save Draft

Next

Click Next to move to **Permit Type**.

2. On this tab you will enter a description.

Apply for Permit - Lien Reduction

*REQUIRED



PERMIT DETAILS

The following additional notarized documents will be needed to complete your Lien Reduction Application:

Designation of Agent Affidavit – this Affidavit is required if anyone other than yourself (as the Applicant) will be appearing for the Lien Reduction hearing.

<https://www.wpb.org/home/showdocument?id=5383&t=638025503730246023>

Affidavit in Support of Application for Lien Reduction – this Affidavit is required for all Lien Reduction Applications.

<https://www.wpb.org/home/showdocument?id=5385&t=638025503911969358>

These documents will need to be printed, completed in full, notarized and then uploaded as with any other documents you are submitting as part of your application.

Please provide the reason for your request in the Description box below

* Permit Type

Description

Back Create Template Save Draft Next

All fields with red asterisks need to be filled out to move to next tab.
Click next when complete to move on to **Contacts**.

3. Add any contacts that you would like. (Applicant is added automatically)

Apply for Permit - Lien Reduction

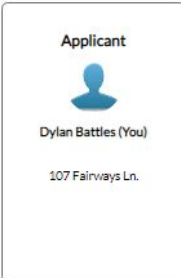
*REQUIRED

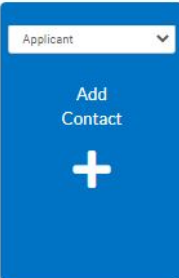


CONTACTS

Please add contact information. At a minimum this should include the name of person applying for the lien reduction, the property owner's name (if different from the applicant or if property is owned in the name of a business/entity), name of attorney (if applicable), or "other" such as title company representative, etc. A phone number and/or email is required.

Applicant





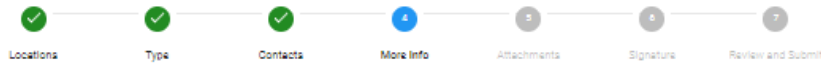
Back Create Template Save Draft Next

Once completed click next to move on to **More Info** tab.

4. More info is where we gather information unique to each permit type.

Apply for Permit - Lien Reduction

*REQUIRED



MORE INFO

Please complete required fields.

General

[Top](#) | [Main Menu](#)

Number of Other Properties Located in the City of West Palm Beach owned by Owner/Applicant/ Managing Member

List of all Additional Properties (if applicable)

Current Owner/Applicant's Relationship or Affiliation with Entity/Person Named in Liens:

Is this property the subject of a foreclosure?

Does this property have a contract for sale pending?

Is the pending sale a short sale?

Anticipated Closing Date

Was this Property Sold After the Lien was Recorded?

Was a Title Insurance Policy Issued at the Time of the Sale?

State Reasons and be specific as to why a Waiver/Reduction should be granted

State Amount you are Requesting to Pay for Each Lien

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

Note: You can save application as a draft and if you want to select a different permit type just delete the draft and start over.

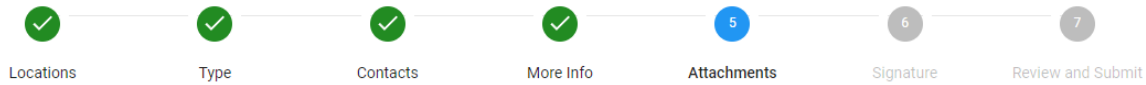
Any field with a red asterisk needs to be filled out to move to the next tab.

Once all fields are filled out you can hit next to move onto **Documents tab**.

5. This is where you upload all documents for your lien reduction.

Apply for Permit - Lien Reduction

*REQUIRED



Attachments

Please attach all documents at this time. This includes copies of all documents related to your application and responses provided on the application or any other documents you feel are relevant.

Three blue attachment cards are displayed. The first card is titled "Affidavit in Support of..." and "Add Attachment", with a plus sign icon and "Supported: pdf" below it. The second card is titled "Application" and "Add Attachment", with a plus sign icon and "Supported: pdf" below it. The third card is titled "Add Attachment" and features a "Select Type" dropdown menu, a plus sign icon, and a list of supported file types: ".jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dwf, ...". Each card has a "REQUIRED" label at the bottom.

Back

Create Template

Save Draft

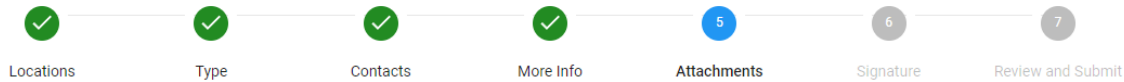
Next

This one has two required PDFs to upload.

1. Application
2. Affidavit

Apply for Permit - Lien Reduction

*REQUIRED



Attachments

Please attach all documents at this time. This includes copies of all documents related to your application and responses provided on the application or any other documents you feel are relevant.

Three attachment cards are displayed. The first card shows a PDF icon, the title "Affidavit in Support of Application/Signature..", the filename "Affidavit.pdf", and the size "Size: 0.65 KB", with a "Remove" button at the bottom. The second card shows a PDF icon, the title "Application", the filename "Application.pdf", and the size "Size: 0.65 KB", with a "Remove" button at the bottom. The third card is titled "Add Attachment" and features a "Select Type" dropdown menu, a plus sign icon, and a list of supported file types: ".jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dwf, ...".

Back

Create Template

Save Draft

Next

Once all files are uploaded hit next to move on to **Signature**.

6. Type your initials and either free hand signature in the box, or select "Enable Type Signature".

If you select that option, you type your name in the field to the right and it shows up in the signature box.

Apply for Permit - Lien Reduction

*REQUIRED



SIGNATURE

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Dylan Battles
June, 02 2023

X Dylan Battles

Back Create Template Save Draft Next


Click next to move on to **Review and Submit**.


7. You should now see all green checks.


- If you missed something you will be prompted to go fix.
- Before you hit submit scroll all the way down and verify all info.


*Check your estimated fees because once you submit you will not see fees until we invoice.


Apply for Permit - Lien Reduction *REQUIRED



Locations



Type


Contacts


More Info


Attachments


Signature


Review and Submit

[Submit](#)

Locations

Location	401 Clematis St, West Palm Beach, FL, 33401
Parcel Number	74434321010160010

Basic Info

Type	Lien Reduction
Description	
Applied Date	05/02/2023

Contacts

Applicant	Dylan Battles 107 Fairways Ln.,
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Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
CODELIENS (Code Lien Reduction Application Fee)	\$200.00

Total: \$200.00

More Info

General [Top | Main Menu](#)

Number of Other Properties Located in the City of West Palm Beach owned by Owner/Applicant/ Managing Member 4

List of all Additional Properties (if applicable)

Is the pending sale a short sale? Yes

Anticipated Closing Date

Was this Property Sold After the Lien was Recorded? Yes

Was a Title Insurance Policy Issued at the Time of the Sale? Yes

State Reasons and be specific as to why a Waiver/Reduction should be granted

State Amount you are Requesting to Pay for Each Lien

Attachments

Affidavit in Support of Application/Signature Page	Affidavit_v1.pdf
Application	Application_v1.pdf

[Back](#) [Create Template](#)

[Save Draft](#) [Submit](#)

Click **“submit”** to have your Lien Reduction submitted.