

Fee Waiver Policy
(Adopted June 8, 2011)

The Commission or the Executive Officer may reduce or waive a fee, service charge, or deposit (hereafter, “fee” or “fees”).

The Commission has delegated authority to the Executive Officer to waive or reduce fees in an amount of \$2,500 or less, and only for requests from a private party (not from a public agency).

Waiver requests of more than \$2,500 require approval by the Commission.

Consistent with the provisions of Section 56383(d) of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and in order to grant a fee waiver, the Commission or Executive Officer must make a finding that the payment would be detrimental to the public interest. Upon receipt of a written request, the Commission or Executive Officer may also consider any of the following factors:

- Whether payment would cause a substantial economic hardship upon the applicant;
- The application is consistent with recommendations in a Municipal Service Review (“MSR”) adopted by LAFCO; and/or
- The application advances the principles of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 relative to logical boundaries.

Applicants interested in securing a fee waiver shall submit a letter to the Executive Officer requesting the waiver. The letter shall indicate how payment of the fee would be detrimental to the public interest, and further identify any of the above-referenced factors.

For a fee waiver request of \$2,500 or less, the Executive Officer will respond in writing within 2 weeks. The Commission shall be notified of all fee waivers granted by the Executive Officer as an information item at the next regular meeting of the Commission.

For a fee waiver request of more than \$2,500, the request will be calendared on the next available regular meeting of the Commission agenda, subject to scheduling requirements for Commission meetings. Applicants will be notified in writing within 2 weeks of the Commission action.