

Fee Waiver Request



Facts to Know

RELATED FACTS TO KNOW:

Conditional Use Permit, Development Plan, Fees, Helpful Contact Information, Minor Modification, Outdoor Storage Permit, Pre-Application Meeting, Subdivision (Plat), Use-By-Permit, and Variance.

INTRODUCTION:

The fee waiver request allows the city to grant some financial relief in the form of a complete or partial refund of application fees associated with development review applications, such as variances or zone changes, in certain situations and when certain criteria are met.

GENERAL TIMEFRAME:

- The fee waiver request is considered at the same time and by the same decision-making body that makes a determination on the associated land use case.
 - ➔ For example, if requesting a fee waiver for a variance application, the Board of Adjustment also will make the determination for refund of the application fees. For specific timeframes associated with that case, please see the facts to know for the type of application for which the fee waiver is being requested.

GENERAL NOTES:

- A fee waiver request is initiated by the applicant of a land use case, or his representative, who feels that he meets the Land Development Code's criteria for approval of a complete or partial refund of associated application fees.
- The standard fee must be paid at the time of application and will be returned to the applicant only if the city determines that a waiver is appropriate. The decision maker responsible for approving or denying the associated application shall consider and approve, or deny, the waiver request in conjunction with the decision on the associated application. However, the requests are considered independently, and the outcome of one is not an indication of results for the other.
- An approval shall authorize only the refund of application fees for the underlying application. Either approval or denial of the fee waiver request shall not affect the outcome of the associated case.

REVIEW PROCESS:

- The applicant prepares the Fee Waiver Request narrative questionnaire included in this packet, and includes any additional documentation he deems important and relevant to the decision.
- A completed narrative questionnaire and supporting documents are submitted for City review at the time of submittal of the associated development review application.
 - ➔ **All application fees must be paid at the time of submittal.**

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- ➔ The request is referred to the appropriate decision-making body for review.
- Based on the narrative questionnaire, supporting documents, and discussion with the applicant, the decision-making body will take final action on the Fee Waiver Request and either approve, partially approve, or deny the request, at the time of decision on the associated application.
- If approved, a refund of application fees for the associated application is typically issued to the applicant in 2 to 3 weeks.

FEE WAIVER APPROVAL CRITERIA:

Prior to granting any fee waiver request, the decision-making body of the associated land use case first shall find that the applicant meets one of the criteria described below:

That the applicant is a governmental or quasi-governmental body;

OR

That **one** of the following situations applies:

1. The application involves the repair or reconstruction of property destroyed or damaged in a national, state, or locally declared disaster;
2. The application is for a project that provides extraordinary charitable, civic, educational, or other similar benefits to the community;
3. There is a prevailing public interest in waiving, modifying, or refunding the application fees;
4. In residential developments:
 - i. The application is for housing that will help meet the city's unmet affordable housing targets;
 - ii. The application is for housing that will be owned by, and remain affordable for at least five years to, households earning 60 percent or less of the Adams County median family income adjusted for household size ("low-income"); or
 - iii. The applicant qualifies as low income and the application concern property that he or she owns and that serves as his or her primary residence.

SUBMITTAL REQUIREMENTS FOR A FEE WAIVER:

Include the following information at the time of submittal of the associated development review application, complete with all applicable fees:

- One copy of the fee waiver request questionnaire;
- Any additional documentation that may be relevant and support justification of the fee waiver request.

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NARRATIVE QUESTIONNAIRE

FEE WAIVER REQUEST

A. General Property Information:	
1.	Property Address or Parcel Identification Number (PIN):
2.	Applicant's Name:
3.	Property Owner's Name:
4.	Current Zoning of the Subject Property:
5.	Future Land Use Plan Designation:
6.	Related Land Use Case Number:
7.	Application Fee:

B. Approval Criteria:		Yes	No
1.	Is the applicant a governmental or quasi-governmental organization? If yes, please provide the name of the organization: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the associated application involve the repair or reconstruction of property destroyed or damaged in a national, state, or locally declared disaster?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the associated application for a project that provides extraordinary charitable, civic, educational, or other similar benefits to the community?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is there a prevailing public interest in waiving, modifying, or refunding the associated application fees?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the associated application for housing that will help meet the city's unmet affordable housing targets?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the associated application for housing that will be owned by, and remain affordable for at least five years to, households earning 60 percent or less of the Adams County median family income adjusted for household size ("low income")?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the applicant qualify as low income and the associated application concern property that he or she owns and that serves as his or her primary residence?	<input type="checkbox"/>	<input type="checkbox"/>

