

## **FEE WAIVER PROCEDURE**

1. Applicant meets with staff member to receive application materials. If applicant wishes to request a waiver of fees, the staff member gives the applicant a “Request for Fee Waiver” form.
2. The Request for Fee Waiver can following one of two different processes:
  - a. Process Waiver and Application Concurrently. Applicant must pay the full fee concurrently with the application submittal. The waiver will be processed concurrently with the project so that both items go to hearing at the same time. Any fees waived by the Planning Commission shall be refunded within thirty days of the final action.
  - b. Process Waiver before Application. Submit the Fee Waiver before submitting an application. If an application is submitted, it shall be held incomplete until action is taken on the fee waiver and, if required, the fees are paid. The Department policy is that requests shall be set for hearing before the Planning Commission within 30 days of submittal.
3. Request for Fee Waivers that conform to the adopted Board policy can be approved by the RMA-Planning Director. County land use department shall receive copies of the approved waiver.
4. Request for Fee Waivers that do not conform to the adopted Board policy are routed to the other land use departments for review and recommendation. Routed materials must include the Request for Fee Waiver, the project description and plans prepared by the applicant.
5. In the cases where the fee has been paid, County land use departments shall include their recommendations on the fee waiver as part of their interdepartmental review. If no recommendation is received it shall be deemed that the department concurs with the request.
6. After receiving the departments’ recommendations the Director will consider the fee waiver request and forward a recommendation to the Planning Commission.
7. The applicant and land use agencies shall be notified of the date and time of the Planning Commission’s consideration of the Director’s recommendation.