



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  FEE WAIVING	Policy Number:  B-2	Page Number:  1 of 3
	Originally Adopted: 11/08/1988	Last Revised Date: 06/19/2023

### I. PURPOSE

The purpose of this policy is to establish policies and procedures for requesting waivers of County fees, permit charges, and other administrative costs for public benefit projects.

For the purpose of this policy, a Public Benefit Project refers to a project, program, or activity initiated, sponsored, or approved by the county government that provides a clear and measurable benefit to the public at large, rather than serving only private or limited interests.

### II. POLICY

- A. Except as otherwise provided by ordinance, County departments and offices shall charge all public agencies and non-profit organizations the same filing fees and other costs as those charged to private citizens, where those fees are levied to offset the County's costs to provide related services.
- B. Fees may be waived for building permits, encroachment permits, variances, zone reclassifications, administrative permits, use permits, or other County permits.
- C. The Chief Administrative Officer is authorized to approve fee waivers, provided that one or more of the following affirmative findings are made:
  - 1. A facility or project proposed by a local public or private agency, non-profit corporation, or special district that will provide a substantial public benefit.
  - 2. The applicant has been delayed due to actions taken by the County.
  - 3. The project has been damaged or destroyed by an act or event that has been declared a disaster by the Board of Supervisors.
- D. The following fees are not eligible to be waived:
  - 1. Appeal fee for a decision of the approving authority.
  - 2. Code Enforcement Investigation fees.
  - 3. Special District, School, State Mandated, Technology, General Plan Implementation, Time and Material Agreements, and Traffic Impact Fees.
  - 4. Annual operating permit or license fees.



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### III. PROCEDURE

- A. Fee waivers are a direct expense to the County's General Fund. Fees are established to cover the cost of services provided by County departments. Fee waiver requests will be monitored throughout the year and can be denied based on budgetary conditions.
- B. An applicant requesting a fee waiver must complete the Fee Waiver Request form and include all required documentation to prove how the project meets the justification criteria, including, if applicable, a copy of the 501(c) registration paperwork.
- C. A maximum amount of up to \$5,000 may be waived for each requestor per project per fiscal year (July 1 through June 30).
- D. The head of the department that charges the requested fees for the waiver shall review the request, determine eligibility, and provide a written recommendation to the Chief Administrative Officer. Determinations shall be made in accordance with all applicable laws, regulations, and policies.
- E. The Chief Administrative Officer will approve or disapprove the request for fee waiver in accordance with provisions set forth in this policy.
- F. The Chief Administrative Officer shall have the discretion and authority to waive all or a portion of the fees for projects that meet these criteria up to \$5,000.
- G. The Chief Administrative Officer will report all fee waiver requests (denied and approved) to the Board of Supervisors annually.
- H. The approved fee waiver shall remain valid for a period of one (1) year from the date of issuance. If the related permit has not been obtained within that timeframe, the applicant will be responsible for paying any fee difference resulting from increases adopted after the waiver approval.



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#### IV. RESPONSIBLE DEPARTMENT:

Chief Administrative Office  
El Dorado County Department Responsible for the Fee (as delineated by Fee Resolutions)

#### V. DATES (ADOPTED, REVISED, NEXT REVIEW):

<b>Originally Adopted:</b>	11/08/1988		
<b>Last Revision :</b>	01/27/2026	<b>Next Review:</b>	1/27/2030