



CITY OF FORT BRAGG FEE WAIVER POLICY

1. Purpose

This policy establishes uniform and consistent guidelines to evaluate requests for fee waivers and describes the structure and process through which fee waiver requests will be collected and evaluated.

This Policy only applies to appeals of Planning Commission decisions after a public hearing.

2. Background

Fee waivers are an expense to the City's General Fund. Fees are established to pay for the cost of a service provided by a City's Department. Only the City Manager or his/her designee may grant a fee waiver request.

However, some Fort Bragg residents would find an appeal fee an insurmountable barrier to protecting their property interests.

3. Established Fees Eligible for Consideration

This Policy only applies to appeals of Planning Commission decisions after a public hearing.

4. Policy

Effective January 1, 2023, the following general guidelines will be used to determine whether a requested fee waiver is eligible or ineligible.

- The Appellant must live within the 300 foot impact zone of the project to be appealed.
- The Appellant must show financial hardship. Proof of low income will be required such as food stamp card, SSDI documentation, or other similar legal documentation.
- There is a limit of one fee waiver per property per year to appeal a Planning Commission decision.
- The City Council may establish a cap on the total number of fee waivers that may be granted during any fiscal year.

5. Fee Waiver Request Form

All fee waiver requests must include a Fee Waiver Request form. The form may be obtained via the City's website and/or the City Clerk's Office. Fee Waiver Request forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request.

6. Auditing

Staff will provide quarterly reports to the City Council regarding all fee waivers approved or implemented during the past quarter.

7. Review and Revision

It is the responsibility of the Community Development Director to review and update this Policy and procedures on an annual basis.