Plan Review Fee Reduction/Wavier Policy (1 of 2)

Effective: January 1, 2021

1. PURPOSE

To establish a uniform policy for wavier of Prevention Division plan review and inspection fees in support of essential community needs. This policy does not apply to other Prevention Fees, such as Fire Protection Equipment & Systems, Hazardous Materials, and Operational Permit fees.

2. POLICY

It is the policy of the Estes Valley Fire Protection District Board to support essential community needs provided by special taxing districts and government entities through consideration of waiving in-house fees assessed by the Prevention Division of the Estes Valley Fire Protection District. Reduction in fees by like entities (e.g. Town of Estes Park or Larimer County) will be used as a guide in identifying these needs.

3. PROCEDURE

a. Eligible Entities

The following entities may be exempted from some or all Prevention Division fees, e.g. plan review fees, inspection fees, etc:

1) Public funded government construction (federal, state, county, local); including taxing districts/special districts (e.g. hospital, library, parks and recreation, school)

b. Fee Wavier Criteria

The following criteria will be used to qualify projects:

1) A critical service is being provided;

2) The project will not create an undue burden on the Estes Valley Fire Protection District

c. Fee Reduction / Waiver Methodology

Plan Review and Inspection Fees are meant to cover the cost of staff time in reviewing project proposals and ensuring that requirements of the adopted Fire Code are met. This time is required no matter what organization is completing the project. For that reason, it is the intention of the organization to restrict fee reduction to no more than $800.

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Plan Review Fee Reduction/Wavier Policy (2 of 2)

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d. Fee Waiver Request and Process

It is not the policy of the Estes Valley Fire Protection District to routinely waive fees for projects meeting the criteria in Sections 3a and 3b of this policy. These projects may request a waiver by submittal of a written request to the Prevention Department, Attn: Fire Marshal. Applications must be received no less than seven (7) days before a regularly scheduled board meeting to be included on the agenda. Applications received less than seven (7) days before a board meeting will be added to the agenda for the next regularly scheduled meeting. The Board of Directors will hear the request and may choose to waive some, or all fees based on the merits of the request. Requests that do not meet the requirements established in Sections 3a and 3b of this policy will not be considered. Decisions will be returned no more than 21 days after it is presented to the Board of Directors.

e. Decision-Making Authority

All applications for Plan Review Fee reduction or waivers must go before the Estes Valley Fire Board of Directors.

4. REPORTING

a. **Communication to Estes Valley Board of Directors**

All granted reductions or waivers must be documented in writing by the decision-making authority.

b. **Documentation of Waiver Approval**

Documentation shall be stored by the Prevention Division with the related project files (digital or paper as appropriate). A summary of granted waivers shall be maintained and be available for review upon Board request.

c. **Communication to Fee Levying Bodies**

Fee waivers shall be communicated by the Fire Marshal to the fee levying body (e.g. Town of Estes Park Planning Department or Larimer County Building Department) to notify of reduced required fee. These shall be communicated within two (2) business days of waiver approval.

Approved:

12/9/2020
Ed Ford, Board President Date

12/9/2020
Mike Richardson, Vice President Date