



PLANNING DEPARTMENT

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Pioneering pathways to prosperity.

Date Received: _____ Staff Initials: _____

CONTACT INFORMATION

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Alt. Phone: _____

Email: _____

DETAILED REQUEST FOR FEE WAIVER

Anyone may request a waiver of Planning Department application or appeal fees. Waivers must be approved by the Planning Director or Wasco County Board of Commissioners prior to submittal of an application or appeal. An application or appeal cannot be accepted unless a waiver has been granted or fees have been paid.

Explain why you require a fee waiver (i.e., a specific financial or medical hardship) and attach supporting documentation:

PLANNING DEPARTMENT USE ONLY

ONLY PLANNING AND PENALTY FEES CAN BE WAIVED

APPLICATION TYPE	PLANNING FEE	PENALTY FEE	OTHER FEE	TOTAL FEE

Notes: _____

Fees Verified by Planner: _____ Date: _____

BOC USE ONLY

TOTAL FEES WAIVED: _____

TOTAL FEES NOT WAIVED: _____

Wasco County Planning Director Signature: _____ Date: _____

Wasco County Commissioner Signature: _____ Date: _____

(If Planning Director decision is appealed)

Fee Waiver Policy & Process

- 1) **Applicability:** A Fee Waiver is applicable to Planning Department fees only. All “Other Departmental Fees” must be paid in full or documentation provided that they have been waived, at the time of application submittal.
- 2) **Ministerial Sign off with Administrative Review:** If an applicant pays for and receives approval of Type II (Administrative/Discretionary) review, all ministerial sign offs associated with that review shall be waived. This includes Building Permit Application, Manufactured Home Placement Permit Application, Agricultural Exempt Permit Application, Land Use Compatibility Statement, Water Rights Application, and Department of State Lands Permit Application.
- 3) **Organizations – Type I & Type II:** Organizations that have general Planning Department Fee Waiver for Type I – Ministerial applications include: Wasco County Departments, cities within Wasco County, Special Districts, MCCOG, MCCED, CGCC, NRCS, emergency services and Habitat for Humanity. There will be no Fee Waiver for Type II – Administrative applications.
- 4) **Individuals:** Any individual may request a Fee Waiver from the Planning Director of any development review or appeal fees. To be granted a waiver (or portion of a fee waiver) an individual must provide documentation of household income at or below 150% of the federal poverty level. To prove a hardship, applicants must provide federal tax returns, pay stubs or annual benefit statements. Assistance will be provided based on the availability of funding. Waivers must be approved and granted by the Planning Director prior to submittal of an application or appeal.
- 5) **Appeal:** Any organization or individual may appeal the Planning Director’s decision not to grant a Fee Waiver (or portion thereof) to the Wasco County Board of County Commissioners.