

**NAPA COUNTY FLOOD CONTROL AND WATER CONSERVATION
DISTRICT USER FEES AND WAIVER POLICY**

<u>Service</u>	<u>Fee</u>
Temporary/Permanent Encroachment Permit Issuance (Standard Forms)	\$172.00 fee to cover the cost to the District for plan checking, and/or field inspection, . The fee shall be paid at the time of filing.
Temporary/Permanent Encroachment Permit Issuance (Large Projects/Special Conditions)	\$172.00 per staff hour fee to cover the cost to the District for plan checking, and/or field inspection. A deposit may be required for the estimated total fee. If no deposit is on hand, regular invoices for costs will be sent to the applicant for immediate payment.
Design Plan Review	No fee for up to one hour of staff time. \$172.00 per staff hour fee to cover the cost to the District for plan checking, and/or field inspection, A deposit may be required for the estimated total fee. If no deposit is on hand, regular invoices for costs will be sent to the applicant for immediate payment.
General Decision Appeal (Board of Directors)	\$1,031.00 fee to cover the cost to the District for review, research, consultation and/or staff report preparation.
Construction Bid Protest (Board of Directors)	\$1,031.00 fee to cover the cost to the District for review, research, consultation and/or staff report preparation.
Copying Records:	\$.50 per page (8-1/2 by 11 inch black and white photocopy) for first five pages, \$.10 per pages for additional pages.
	\$ 4.00 per page (blueprints)
	\$25.00 for delivery and pickup, plus the actual commercial printing cost to District of any documents whose unusual aspects require the record to be processed by a contract copy company
Copying Electronic Records:	\$ 1.00 per 3-1/4 inch diskette plus \$27.00 /hour for processing time. If the copies are emailed, the fee shall be only for processing time at \$ 27.00 /hour.

Mailing Copies:	\$ 3.00 for the cost of mailing envelope plus clerical time to address and deliver, plus either postage at U.S. Postal Service mailing rates or, if requested by the person requesting the records, the actual cost of Federal Express delivery.
Faxing Records:	\$ 3.00 per fax for the first five pages (clerical time to prepare fax cover and monitor fax machine, on-line phone charges) and \$1.00 per page for any additional pages.
Records Consulting Fee:	\$ 45.00 per hour for District employee to research, prepare report on, and consult regarding inquiry involving records search and summarization., rather than retrieval only of reasonably identified and segregable records.

FEE POLICY

Fees adopted by resolution of the Board of Directors shall be collected by the District and deposited with the Treasurer-Tax Collector of Napa County. The fees shall be credited to a revenue account of the District unless otherwise indicated.

The amount of the prescribed fee does not include the fee for any environmental impact assessment required in connection therewith. No part of any fee shall be refundable, unless otherwise indicated. Under no circumstances shall a refund be processed for an amount less than \$15.00 or more than one year after fee payment.

WAIVER POLICY

(a) Unless otherwise specified, the District officer or employee responsible for collecting any fee established herein, or on appeal the District Manager or District Engineer, may waive said fee if the following findings are made:

- (1) The waiver of the fee will advance a public policy; and
- (2) The waiver of the fee is in the public interest and will promote a public benefit; and
- (3) The applicant is a non-profit organization; and
- (4) The non-profit organization approved for a temporary event fee waiver or special event on roadways/road closure fee waiver has provided written assurance that a designated percentage of the proceeds of said event will be donated for the public benefit of the citizens of Napa County; and
- (5) The fee is not for a building, public works, or other permit whose user fee has been established to recover the full cost of service, according to County policy except for roadways / road closure permits; or
- (6) The appeal fee is for an individual who can provide verification of fiscal hardship.

(b) The District shall keep and maintain records of the nature, number and dollar amount of fees waived and shall quarterly submit copies of those records to the County Executive Officer.

(c) The County Executive Officer shall prepare annual reports regarding the nature, number and dollar amount of fees waived by the various County departments and shall present those reports to the District Board for review.

(d) The District shall reduce fees in the following amounts as they relate to any building permits submitted after the Napa County Board of Supervisors has declared a Local Emergency to replace or repair structures damaged in the disaster:

- (1) Plan Review – Environmental Health Fee by 50%; and
- (2) Plan Review – Engineering Fee by 50%; and
- (3) Plan Review – Planning Fee by 50%; and
- (4) Plan Review – Standard by 50%; and
- (5) Imaging Plan Retention by 100%; and
- (6) Permit Issuance by 100%; and
- (7) Building Inspection by 25%; and
- (8) General Plan Surcharge by 100%

To qualify for a fee reduction, the structure must meet all the following criteria:

- (1) The original structure must have been legally established; and
- (2) The original structure must have been red- or yellow-tagged by the County as a structure damaged or destroyed in the disaster that led to the declaration of Local Emergency by the Napa County Board of Supervisors; and
- (3) The applicant must submit a complete building permit application to repair or replace the damaged or destroyed structure.

Only the initial replacement structure (defined as up to 125% of the pre-fire legally established livable space) shall qualify for a fee refund. Subsequent applications to modify, expand, or alter the initial replacement structure, after the replacement building permit has been issued, shall not have their fees reduced under these provisions.

For those permit applications submitted prior to the adoption of this Policy, the District shall issue refunds to the payee consistent with the above fee reductions.

Fee reductions shall expire five years from the date of the declaration by the Napa County Board of Supervisors of a Local Emergency for each specific disaster. No permit applications submitted after the five-year deadline for the declaration shall be entitled to a fee reduction.