



# **ESTES VALLEY FIRE PROTECTION DISTRICT**

## **PREVENT PREPARE PERFORM**

### **Impact Fee Reduction/Wavier Policy (1 of 3)**

**Effective: January 1, 2021**

#### **1. PURPOSE**

To establish a uniform policy for wavier of Impact Fees in support of essential community needs.

#### **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 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)
- 2) Any project that has been granted a Community Development fee reduction or waiver by the Town of Estes Park or Larimer County.

##### **b. Fee Reduction / Wavier Criteria**

The following criteria will be used to qualify projects:

- 1) A critical service is being provided;
- 2) The permitted project or building will serve or support a currently underserved and needy segment of the community;
- 3) The project will not create an undue burden on the Estes Valley Fire Protection District

##### **c. Fee Reduction / Waiver Methodology**

The following criteria will be used to determine the percentage of fee reduction:

100% of fees may be waived for any eligible entity that directly supports improved fire prevention and suppression within the Fire District, e.g., the Town of Estes Park Water Division who installs and maintains fire protection water supply.

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**



## **ESTES VALLEY FIRE PROTECTION DISTRICT**

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### **Impact Fee Reduction/Wavier Policy (2 of 3)**

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50% of fees may be waived for any eligible entity that directly provides benefit to the community as outlined in the qualifying criteria, and indirectly provides benefit to improved fire prevention and suppression within the Fire District, e.g., impact fees associated with the construction of the Larimer County maintenance facility.

25% of fees may be waived for any eligible entity that provides benefit to the community or region as outlined in the qualifying criteria but may not provide a specific or quantifiable benefit to the Fire District.

#### **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, 3b, and 3c of this policy. These projects may request a waiver by submittal of a written request to the Prevention Division, 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, 3b, and 3c 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 Impact 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.

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**Impact Fee Reduction/Wavier Policy (3 of 3)**  
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**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:

  
Ed Ford, Board President 12/9/2020  
Date

  
Mike Richardson, Vice President 12/9/2020  
Date