

Fee Reduction/Waiver Policy
(Adopted June 8, 2011)
(Revised January 14, 2026)

The Commission may reduce or waive a fee, service charge, or deposit (hereafter, “fee” or “fees”). Any fee reduction or waiver request must be submitted in writing, providing the reason(s) why the payment of fees would be detrimental to the public interest, and any other basis for the request consistent with this policy. The requestor must make all statements in support of the application under penalty of perjury. The Executive Officer may develop standardized fee waiver request forms for this purpose.

Consistent with the provisions of Section 56383(d) of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and in order to grant a fee waiver or fee reduction, the Commission must make a finding that the payment would be detrimental to the public interest. Upon receipt of a written request, the Commission may also consider:

- Whether payment would cause a substantial economic hardship upon the applicant;
- If the application is consistent with recommendations in a Municipal Service Review (“MSR”) adopted by LAFCO, as applicable;
- Whether the application advances the principles of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 relative to logical boundaries; and
- Any additional information presented by the requestor in support of granting a reduction or waiver.

A party interested in securing a fee waiver or fee reduction shall submit a letter to the Executive Officer requesting the waiver. The letter shall indicate how payment of the fee would be detrimental to the public interest, and may also identify any of the above-referenced factors.

For any proposed fee waiver or reduction request, staff will agendize the request for the next available regular or special meeting of the Commission, subject to any applicable scheduling requirements for Commission meetings.

The Executive Officer will notify all requestors in writing of the decision regarding fee reduction or waiver request.