

Town Of Chatham

Fee Waiver Policy

Administrative Procedure
Distribution for Review:
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I. Purpose

To ensure that all requests to Town Departments, Regulatory Boards and Commissions, and Inspectional Services, for the waiver of fees are handled in a uniform and equitable manner.

II. Policy

Periodically requests are received from individuals and organizations to waive local fees established for applications to, or services from, Town Departments, Regulatory Boards and Commissions, and Inspectional Services. The following policy takes into consideration Massachusetts General Law, Town By-Laws, rules and regulations and seeks to ensure transparency and consistency in responding to such requests.

The Town has adopted application and permit fees as a way to recover a portion of the costs of the services provided by the Town in meeting state mandates and overseeing public safety. As a result, all individuals and organizations are required to pay the established fee for the service they are being provided unless a waiver of said fee is granted based on the merits of the project and how well it meets the criteria below

Requests for fee waivers should be addressed to the Board Of Selectmen (BOS) and submitted to the Community Development Director for review prior to being forwarded to the BOS. A majority vote of the BOS is required for approval of a fee waiver. When requesting a fee waiver, the requesting organization will provide an explanation of:

- the uniqueness of their project; and
- the public good that will be achieved through the efforts which require permits from the Town.

This policy only applies to local fees, including building permit fees, and not to state-mandated fees or fee waivers provided for in state statute or adopted by formal action of the Board of Selectmen.