Fee Waiver and Refund Policy

I. PURPOSE

The purpose of this policy is to provide criteria for the Commission to evaluate applicant requests for waivers or refunds of OC LAFCO processing fees.

II. DEFINITIONS

OC LAFCO Fee Schedule: A schedule of fees adopted by OC LAFCO for processing OC LAFCO applications. (For detailed information, see OC LAFCO Schedule of Filing and Processing Fees at www.oclafco.org.)

Fee Waiver: A release from the payment of application fees normally charged for processing OC LAFCO applications. With an approved fee waiver, the applicant would not have to provide the deposits for OC LAFCO processing fees as prescribed in the Fee Schedule. However, the applicant will be responsible for any fees charged by other agencies.

Fee Refund: A refund of all or a portion of the OC LAFCO project application fees; fee refunds may only occur after project proceedings are complete. Project completion fees paid to other agencies are not subject to refunds.

III. POLICY

A. Fee Waivers

Any request for a fee waiver requires an action by the Commission and is not within the purview of OC LAFCO staff.

An application for the annexation of an entire small island (150 acres or less in size) to an adjacent city shall automatically be granted a fee waiver.

B. Fee Refunds

Any request for a fee refund requires an action by the Commission and is not within the purview of OC LAFCO staff.

A full fee refund shall automatically be awarded to a Special District that has successfully completed the annexation of two or more service islands that

constitute all of the remaining islands within the respective district's sphere of influence.

IV.   PROCESS

A written request for a waiver of the fees or of a deposit, specifying the reason for the request, shall be submitted to OC LAFCO prior to submission of an application or prior to the submission of additional deposits. A written request is also required for a refund of fees. Any waiver or refund request will be considered at the next regular meeting of the Commission.

Originally Adopted: 11/10/2010
Last Reviewed: 3/8/2023
Last Revised: 1/11/2017