



CODE ENFORCEMENT ASSESSMENT FEE WAIVER

CODE ENFORCEMENT FEE WAIVER INFORMATION

Assessment Waiver

A waiver may be allowed in cases where a property owner has documentation for the following:

- A. Is in the process of an extensive renovation
- B. Fee was applied in error
- C. Property was recently purchased

A waiver provides for elimination of code enforcement fees assessed against a property. Waivers are available in qualifying cases based on the provisions contained below and as determined by the city manager.

A. Residential Renovation Waiver

Upon approval of this waiver, code enforcement assessment fees may be eliminated. **The following requirements must be met before the waiver may be granted:**

- a. All cited fire, life, nuisance, and safety violations must be corrected, inspected, and approved by the code inspector; or the property is vacant with no significant exterior fire, life, nuisance, and safety violations.
- b. All local tax liability (except for applicable assessment fees) for ALL properties owned by the applicant must be resolved.
- c. The building is attached to a permanent foundation or has an issued and active permit for foundation work.
- d. Paid and issued building permit fees with a project value of at least 25% of the total assessed value of the property.
- e. A submitted work plan that demonstrates non--permit work to be done with a project value of a least 25% of the total assessed value of the property (or a combination of permit and non-permit work that values ten thousand dollars) to rehabilitate the property.
- f. Renovation is completed within 12 months of waiver application approval.
- g. Property owners sign a Development Agreement with the City outlining their commitment to the noted requirements.

(If permits are required, they must be paid for and issued before the waiver will be granted).

B. Fee Error Waiver

Upon approval of this waiver, code enforcement assessment fees may be eliminated. **The following requirements must be met before the waiver may be granted:**

- a. All cited fire, life, nuisance, and safety violations must be corrected, inspected, and approved by the code inspector; or the property is vacant with no significant exterior fire, life, nuisance, and safety violations.
- b. All local tax liability (except for applicable assessment fees) for ALL properties owned by the applicant must be resolved.
- c. Submitted documentation of assessment fee error.

C. New Property Owner Waiver

Upon approval of this waiver, code enforcement assessment fees may be eliminated. **The following requirements must be met before the waiver may be granted:**

- a. All cited fire, life, nuisance, and safety violations must be corrected, inspected, and approved by the code inspector; or the property is vacant with no significant exterior fire, life, nuisance, and safety violations.
- b. All local tax liability (except for applicable assessment fees) for ALL properties owned by the applicant must be resolved.
- c. Submitted documentation of property purchase.



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A property owner, or their authorized agent, must submit a completed waiver application in order to determine waiver eligibility. They must also provide an explanation, additional information, or supporting documentation that may be relevant to the requested waiver. The property owner or agent will be notified in writing about the application results.

NOTE TO APPLICANT: Complete and return this form to: City Hall, 123 S Main St. or submit via email to nnation@fscity.org.

Waiver Type: ☐ Residential Renovation ☐ New Property Owner ☐ Fee Error

Property Address: _____

Lien # (if applicable): _____

Property Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone: _____

Email: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

☐ Requirements Met

☐ Requirements Not Met

Community Development: _____ Date: _____

☐ Application Approved

☐ Application Denied

City Manager: _____ Date: _____