

TO: Richmond Selectboard

FROM: Ravi Venkataraman, Town Planner

DATE: September 3, 2020

SUBJECT: Adding allowances for Fee Waivers in the Fee Schedule

In response to the recent practice of selectively providing fee waivers, I recommend including the following language to the fee schedule in order to legitimize the practice for the benefit of the entire town:

*Fee Waivers – Fees under this schedule may be reduced or waived due to extenuating circumstances. An applicant requesting such reduction or waiver shall provide the request in writing to the Selectboard. The Selectboard shall review the request and make a final determination.*

Provided below is a draft motion to include the aforementioned language to the fee schedule:

*I, \_\_\_\_\_, move to amend the Town of Richmond Development Permit Fees schedule to include the aforementioned language regarding the fee waiver policy.*