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Request to Waive Fees Policy

Purpose:

The City Council often receives requests for community groups, entities, or businesses to waive fees that the City charges for services. These fees may include rental fees for City facilities, building permit fees, or fees associated with other permits (such as huckstering permit fees). The purpose of this policy is to establish a process for these entities to submit a request to the City Council that provides the necessary information for the Council to make an informed decision.

Process:

Before the activity or event takes place for which the fees are required, the requesting entity will submit a letter at City Hall to the Ouray City Council expressing their request to have the fees waived for the specific activity or event. The letter will provide the following information:

- The specific activity or event
- The location of the activity or event
- The required permit from the City
- The total fee amount
- The requested amount the entity wishes the City Council to waive
- Justification as to why the fee should be waived

The City staff will receive the requested letter and schedule the matter for a future City Council meeting. The staff will also evaluate the request against the City's budget, processes and procedures, and make a recommendation to the City Council.

The requesting entity is required to have a representative attend the designated City Council meeting to present the letter and the justification for waiving of the fee as well as be available to answer questions from the City Council.

The City staff will only waive fees for any activity once approved by the City Council.

No fees will be waived after the event has occurred.