

**JEFFERSON COUNTY BOARD OF HEALTH  
645 Parfet Street, Lakewood CO 80215  
(303) 232-6301**

<https://jeffco.us/public-health/>

**POLICY ON ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) FEES**

**ADOPTED: June 18, 2013  
Revised: July 21, 2015  
Effective: August 21, 2015**

**PURPOSE**

To establish criteria for collecting, reducing or waiving onsite wastewater treatment system fees and refunding of those fees upon withdrawal of a permit application.

**RATIONALE**

Under current procedures, applicants must appear before the Board of Health and request a reduction or waiver of onsite wastewater treatment system fees. By adopting a policy on which fees will be reduced, waived, or refunded upon application withdrawal, the process can be streamlined and staff can approve reductions and waivers rather than requiring applicants to attend a Board meeting to make their request in person.

**STATEMENT OF POLICY**

IT IS THE POLICY OF THE JEFFERSON COUNTY BOARD OF HEALTH that the following guidelines shall apply to the reduction, waiver, or refund of fees for onsite wastewater treatment system applications and permits.

**GUIDELINES FOR REDUCTION OR WAIVER OF FEES**

County Agencies

- For direct agencies of Jefferson County government, such as Open Space, Road and Bridge, Sheriff, etc., all County OWTS application and hearing fees shall be waived.
- Fees collected as allowed by CRS 25-10-107(1) for the administration of the CDPHE OWTS Program must be paid.
- The application must be for a facility that is owned or operated by the County agency.

Municipalities and Quasi-governmental Agencies

- For municipalities or agencies wholly or partially supported by tax revenues such as fire departments, water and sanitation districts, RTD, etc., all County OWTS application fees shall be waived.
- Fees collected as allowed by CRS 25-10-107(1) for the administration of the CDPHE OWTS Program must be paid.
- The Board of Health hearing fee, if required, must be paid.
- The application must be for a facility that is owned or operated by the municipality or quasi-governmental entity

Other Applicants

- Any other applicant may request the reduction or waiver of County OWTS fees (except for new construction permits) by appearing before the Board of Health during the public comment period at any regular meeting and making their request

in person. Fees collected as allowed by CRS 25-10-107(1) for the administration of the CDPHE OWTS Program must be paid.

- The OWTS coordinator should be notified in advance of the meeting at which the applicants wish to appear. This will allow the subject OWTS file to be brought to the meeting for reference.

#### **GUIDELINES FOR THE REFUND OF FEES**

- Refund of OWTS fees will only be considered prior to permit issuance. Once the permit has been issued no refunds will be issued.
- For fees paid by cash, check or charge, the County will issue a refund check for the OWTS fee paid minus a \$20 processing charge. Refunds shall only be made to the person who paid the fee as shown on the receipt and shall be processed in accordance with the Department accounting policies.
- Board of Health Hearing fees are nonrefundable, unless the application is withdrawn prior to preparation of the hearing case file. Then, the hearing fee shall be refunded minus the \$20 processing charge as set forth above.

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