

**VILLAGE OF DOWNERS GROVE**  
**COUNCIL ACTION SUMMARY**

**INITIATED:** Legal Department **DATE:** August 6, 2002  
(Name)

**RECOMMENDATION FROM:** \_\_\_\_\_ **FILE REF:** \_\_\_\_\_  
(Board or Department)

**NATURE OF ACTION:**

- Ordinance
- Resolution
- Motion
- Other

**STEPS NEEDED TO IMPLEMENT ACTION:**

Motion to Adopt "A RESOLUTION ESTABLISHING AN AMENDED POLICY OF THE VILLAGE COUNCIL WITH REGARD TO FEE WAIVERS", as presented.



**SUMMARY OF ITEM:**

Adoption of this resolution will amend policy guidelines related to fee waivers.

**RECORD OF ACTION TAKEN:**

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**RESOLUTION \_\_\_\_\_**

**A RESOLUTION ESTABLISHING AN AMENDED POLICY OF  
THE VILLAGE COUNCIL WITH REGARD TO FEE WAIVERS**

WHEREAS, the Council of the Village of Downers Grove has heretofore adopted an ordinance entitled "An Ordinance Amending Chapter 1 of the Downers Grove Municipal Code", being Ordinance Number 2048, commonly referred to as the "Fee Waiver Ordinance"; and

WHEREAS, the Village Council finds it necessary and desirable to establish certain policy guidelines regarding fees which may be waived; and

WHEREAS, the Village Council has previously adopted Resolution 2002-45 establishing a policy related to fee waivers, and the Village Council has determined that it is necessary and desirable to amend this policy as provided herein.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

I. That it is the policy of the Village Council that fees related to licenses, permits or plan reviews or fees related to the filing of a petition for a public hearing before any board or commission of the Village or before the Village Council for the benefit of governmental entities or not-for-profit, charitable, religious, educational or public service organizations may be waived by the Village Council (or the Village Manger for requests under \$5,000.00) in its/his discretion. Under no circumstances may the fees for outside consultants or experts or out-of-pocket expenses incurred by the Village be waived. Such out-of-pocket expenses include but are not limited to: public hearing notice, publication fees, postage, court reporter fees and contractual secretarial services.

A. All or any portion of the following fees may be waived:

1. Building Permit fees as required by Section 7-11 of the Municipal Code.
2. Plan Examination fees as required by Section 7-11.2 of the Municipal Code.
3. Plumbing permit fees as required by Section 16-7 of the Municipal Code.
4. Electrical permit fees as required by Section 10-21 of the Municipal Code.
5. Occupancy permit fees as required by Section 7-11.2.1.
6. Water Service Inspection fees as required by Section 25-40(a)(2).
7. Basic Storm Water Management permit fees as required by Section 26-76(1-7) of the Municipal Code.
8. Storm Water Plan Review fees as required by Section 26-76(8) of the Municipal Code.
9. Public Right of Way Improvement permits as required by Section 19-28 of the Municipal Code.

B. The following fees/expenses shall not be waived:

1. Building Bonds as required by Section 7.11.1 of the Municipal Code.

2. Public Right of Way Improvement bonds as required by Section 19-28 of the Municipal Code.
3. Water System Capacity charge as required by Section 25-40(c)(1) of the Municipal Code.
4. Water Connection Fee as required by Section 25-40(e) of the Municipal Code.
5. Water Meter charge as required by Section 25-40(b) of the Municipal Code.
6. Any fee related to outside consultants or experts retained by or on behalf of the Village to review any plans or projects.
7. Out of pocket expenses associated with public hearing notices.

C. The fees/expenses outlined in subsection A shall be waived according to the following guidelines:

1. Not-for-profit, charitable, religious, or public service organizations:
  - a. One hundred percent (100%) of the fee waiver request, except under extraordinary circumstances.
  - b. The Village shall not waive any fees if the applicant has received reimbursement for the fees from a third party.
2. Governmental entities with taxing boundaries that are substantially coterminous with the Village (i.e. Downers Grove Park District, Downers Grove Sanitary District), including all school districts:
  - a. All fees up to \$5,000.00 will be waived. In addition, seventy percent (70%) of the remaining amount of the fee waiver request will also be waived, except under extraordinary circumstances.
  - b. The Village shall not waive any fees if the applicant has received reimbursement for the fees from a third party.
3. Governmental entities with taxing boundaries that are not coterminous with the Village (i.e. DuPage County, Townships):
  - a. No fees shall be waived, except under extraordinary circumstances.

II. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

III. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest:

Village Clerk