

Drinking Water Annual Fee Waiver Guidance for the period of **July 2023 - June 2024**

The following guidance addresses Drinking Water Annual Fee Waiver pursuant to [Florida Statute 218.075](#)

Key Points:

1. Application for a fee waiver must be submitted every year.
 2. For a waiver request for the period July 2023 to June 2024, documentation from the Florida Department of Revenue must be from the **Ad Valorem Data Book 2022**.
 3. A waiver application must include a copy of the 2023-2024 drinking water fee invoice; therefore, waiver requests will **NOT** be accepted until invoices go out **July 17, 2023**. You may download documentation from the Florida Department of Revenue before that date.
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1. The **form on page 2**, 'Request to Waive a Current Drinking Water Annual Fee' **identifies the criteria for a waiver of the annual fee** pursuant to Section 218.075, F.S. The governing body signing the worksheet certifies the cost of the annual fee is a fiscal hardship to the municipality by identifying which criteria is being claimed. Backup documentation for this claim is required in most cases. See items 2 and 3 below.
 2. Economic Criteria – Communities commonly apply under the economic criteria in Section 218.075(1): "Per capita taxable value is less than the statewide average for the current fiscal year."
Supporting documentation for this provision, as well as Section 218.075(2) and (4), may be obtained from the Florida Department of Revenue at:
<https://floridarevenue.com/property/Pages/Cofficial.aspx>
See the **Permit Fee Reduction Memos** in the middle of the web page.
 3. Financial Criteria – Section 218.075(5) is "a state of financial emergency". Supporting documentation for this provision can be determined by referring to Section 218.503(1). For Section 218.075(3) please refer to the worksheet.
 4. Invoice – The waiver application applies only to the current fiscal year. A new waiver application is required each year.
 5. Payment – Approved waiver applications mean the fee is waived in full.
Please do not send any payment or fee with your waiver application.
 6. Request –Applicants should submit the following three items:
 1. **Documentation** supporting the claim.
 2. The completed request **worksheet** (*attached below*).
 3. A copy of the **invoice**.

Please scan and submit these three items as one document. Thank you.

Please e-mail completed applications to **PWS_Annual_Fees@dep.state.fl.us**

**Request to Waive a Current Drinking Water Annual Fee
Pursuant to Section 218.075, F.S.**

Applicant

PWS ID: _____ System Name: _____

Name of County, Municipality, or entity thereof:

Authorized Representative: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

The undersigned hereby certifies that the above local government meets the population requirements of Section 218.075, F.S., and **(check all the following that apply to your claim):**

The above individual is the applicant for a County, Municipality, or created entity thereof for which this fee waiver is sought and qualifies for a fee waiver for the period **July 1, 2023** through **June 30, 2024** due to one or more of the following factors:

- (1) The per capita taxable value is less than the statewide average for the current fiscal year;
- (2) The percentage of assessed property value that is exempt from ad valorem taxation is higher than the statewide average for the current fiscal year;
- (3) Ad valorem operating millage rate for the current fiscal year is greater than 8 mills;
**Note: The Department of Revenue does NOT decide qualification for fee waiver. The Department of Environmental Protection will be the reviewer of all claims.*
- (4) Any condition specified in Section 218.503, F.S. that determines a state of financial emergency;
- (5) A financial condition that is documented in annual financial statements at the end of the current fiscal year and indicates an inability to pay the permit processing fee during that fiscal year.

The above factors are supported by the attached documentation.

Based on this certification, the applicant above hereby requests that the Department of Environmental Protection waive the Drinking Water Annual Operating License Fee for the above County, Municipality, or created entity thereof.

Signature of Applicant: _____

Date: _____ **Title:** _____