

Drinking Water Annual Fee Waiver Guidance For period July 2024 to June 2025 (fy 2025)

The following guidance addresses Drinking Water annual fee waiver pursuant to [Section 218.075, F.S.](#)

1. **Applicability** – The fee reduction provision applies only to counties of population 50,000 or less on April 1, 1994, until such counties exceed a population of 75,000 and municipalities with a population of 25,000 or less, or for any entity created by special act, local ordinance, or interlocal agreement of such counties or municipalities, or for any county or municipality not included within a metropolitan statistical area, and which meets one of the 5 economic criteria specified in [Section 218.075, F.S.](#)
2. **Certification** – The attached worksheet ‘Request to Waive a Current Drinking Water Annual Fee’ identifies the criteria for waiver of the annual fee. The “governing body” (e.g., Mayor, County Commission Chairman, etc.) signing the worksheet certifies that the cost of the annual fee is a “fiscal hardship” to the City/County or entity thereof by identifying which criteria is being claimed. Backup documentation in support of such a claim should be provided, see items 3 and 4 below.
3. **Economic Criteria** – For example, one of the economic criteria under which communities commonly apply is “Per capita taxable value is less than the statewide average for the current fiscal year.” Supporting documentation for this provision may be obtained from the [Department of Revenue \(DOR\), Research and Analysis Unit](#). For the period of **July 2024 to June 2025** (fy 2025) cities and counties should retrieve the data from **Ad Valorem Data Book 2023**. For assistance email the PTOResearchAnalysis@floridarevenue.com or contact the following:
Allison.Kever@floridarevenue.com or call 850-617-8925
Lizette.Kelly@floridarevenue.com or call 850-617-8865
Harvey.Bissoo@floridarevenue.com or call 850-717-6502
Brendan.Savage@floridarevenue.com or call 850-617-8879
4. **Financial Criteria** – One of the financial criteria under which some entities of a City/County might apply is for “a state of financial emergency”. Supporting documentation for this provision can be determined by referring to [s. 218.503\(1\)](#).
5. **Invoice** – The Drinking Water annual fee invoice lists the full annual fee amount that would be due without a waiver. Even if a fee reduction certification was claimed in previous years a certification applies only to the current fiscal year.
6. **Payment** – If an applicant qualifies for relief, the fee will be waived in its entirety.
7. **Request** – Those who wish to apply for fee waiver should email the following 3 items:
 1. Backup Documentation supporting the claim.
 2. Worksheet completed for request and review.
 3. Invoice for reference and filing.

***Please scan these three items into one document** and email to PWS_Annual_Fees@dep.state.fl.us or postal mail the Department of Environmental Protection, Division of Water Resource Management, c/o Noreen Biernacki, 2600 Blair Stone Rd., Tallahassee, FL 32399-2400. For questions call 850-245-8577.

**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 (sign below) hereby certifies that the above local government meets the population requirements of [Section 218.075, F.S.](#), and (*check the following that apply*):

- The above individual is the applicant for a County, Municipality, or created entity thereof for which this fee waiver is sought; and
- Certifies the above local government qualifies for permit processing fee waiver for the period of **July 1, 2024 through June 30, 2025** (fy 2025) due to one or more of the following factor(s):
 - (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) Any condition specified in [Section 218.503\(1\), F.S.](#) which results in the county or municipality being in a state of financial emergency;
 - (4) Ad valorem operating millage rate for the current fiscal year is greater than 8 mills; or
 - (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...

Note: The Department of Revenue does NOT decide qualification for fee waiver. The Department of Environmental Protection will be the reviewer of all claims.

Based on this certification, the applicant above hereby requests that the Department of Environmental Protection waive the current Drinking Water annual fee for the above local government. If the applicant satisfies the requirements for relief, the fee will be waived in its entirety.

Signature of Applicant: _____ Date: _____

Title: _____