

SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT
POLICIES AND PROCEDURES

Policy No.	<u>6100.029.2016</u> Div Pol Yr	Draft	<u> </u>
Supersedes No.	<u>6100.029.1992</u> Div Pol Yr	Final	<u> x </u>
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Topic:	<u>Arrangements for Partial Payment Created by Personal Hardship</u>		
Distribution:	<u>Engineering Division Staff</u>		

This policy provides directions in deciding whether an alternative payment schedule should be initiated for permittees who experience hardships or other related emergencies. This policy is not intended to alter District Rule 210 in any way.

A request for alternative payment schedule must be submitted in writing by the permittee to the District and should include reasonable and appropriate documentation of the hardship. The request must be mailed, e-mailed, or hand delivered to the District by the permittee within thirty days from receipt of the initial invoice. A payment schedule may be implemented if the documentation is approved by the Administrative Division Manager.

The payment schedule will be as follows:

Payments in three equal installments will be accepted allowing the full amount to be paid within approximately one hundred twenty (120) days from the initial invoice date. A cover letter and payment schedule will be prepared and signed by the Engineering Division Manager and sent to the permittee by Certified Mail.

If payment is not received by the District on any of the invoice due dates, the District will consider the approved payment plan null and void. The provisions of Rule 210 will be initiated for late payments. The District may also initiate the permit revocation process.

*Examples of personal hardships include:

1. death of a family member or business partner
2. natural disaster or force majeure
3. hospitalization of permit holder or family member

Approval to accept documentation of hardship will be made by the Administrative Division Manager.

Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized APCD procedures. These policies and procedures shall not be interpreted in conflict with APCD Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.