

SANTA BARBARA COUNTY
AIR POLLUTION CONTROL DISTRICT
POLICIES AND PROCEDURES

Policy No.	<u>6100.028.1991</u> Div Pol Yr	Draft _____
Supersedes No.	_____ Div Pol Yr	Final <u>x</u>
Date:	<u>November 20, 1991 (Revised Oct. 25, 2000)</u>	Pages <u>1</u>
Topic:	<u>Rule 210.V.A.2. (Penalty for Nonpayment of Fees Other Than Cost Reimbursement)</u>	
Distribution:	<u>APCD Staff</u>	

Rule 210.V.A.2. requires the District to notify the person subject to a non cost reimbursement fee in writing that a payment is overdue if payment is not received within (30) calendar days. Furthermore, a penalty shall be imposed if payment is not received within sixty (60) calendar days of the invoice date. The penalty shall be ten percent (10%) of the fee initially invoiced for each thirty (30) calendar day period, or portion thereof, that the payment is overdue and the Air Pollution Control Officer (APCO) may initiate action to revoke the permit.

The following action shall be taken:

- Step 1: Initial invoice is sent (first letter).
- Step 2: If payment is not received after 30 days, a second letter is sent notifying permittee that payment is overdue and a penalty will be imposed if payment is not received within 60 days of the invoice date. The letter also includes a warning that steps may be taken to suspend the permit.
- Step 3: At 60 days, the GSD/MSD Division Manager calls the permittee and informs him/her that a third letter is being sent stating that if the payment and penalty are not paid within 30 additional days the permit shall be suspended. This letter will be signed by the APCO.
- Step 4: At 90 days, a fourth letter is sent to the permittee notifying him/her of the permit suspension. This letter is signed by the APCO.

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

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