

**SANTA BARBARA COUNTY**  
**AIR POLLUTION CONTROL DISTRICT**  
**POLICIES AND PROCEDURES**

Policy No.	<u>6100.029.1992</u>	Draft	<u>      </u>
	Div Pol Yr		
Supersedes No.	<u>                    </u>	Final	<u>  x  </u>
	Div Pol Yr		
Date:	<u>June 8, 1992</u>	Pages	<u>  3  </u>
Topic:	<u>Arrangements for Partial Payment Created by Personal Hardship</u>		
Distribution:	<u>APCD 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, faxed, 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 Engineering 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, invoice and payment schedule will be prepared and signed by the Engineering Division Manager and sent to the permittee by Certified Mail. Payments should begin within ten (10) days from receipt of the revised invoice.

If payment is not received by the District on the due date the Air Pollution Control Officer will notify the permit holder by letter of the proposed revocation of the permit. A copy of District Rule 20Appeals - will be attached to the notification letter that informs the permittee of District appeal procedures.

**\*Examples of hardship (personal or other) are:**

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 Engineering Division Manager.

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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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