



DEPARTMENT OF PLANNING & ZONING
ZONING | PLAN REVIEW | COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

MEMORANDUM

TO: Department of Planning and Zoning, and Division of Engineering
Customers, Consultants, and Vendors

FROM: Jill Baker, AICP Director of the Department of Planning and Zoning; 
Scott Hobbs, PE, Director of the Division of Engineering 

DATE: November 10, 2025

SUBJECT: Fee Waiver Request Policy

Please be advised of the Fee Waiver Request Policy that is now in effect:

Review fees for the Department of Planning and Zoning and the Division of Engineering and Construction are automatically waived for projects owned or applied for by a County agency/department, the Washington County Board of Education, Hagerstown Community College, or municipal governments located in Washington County. In addition, public safety facilities for law enforcement, fire, and rescue services will receive automatic waivers. Fee waiver request forms are not required to be submitted from these specific agencies/departments.

Review fees may be waived for approved 501(c)3 organizations at the discretion of the County Administrator. A fee waiver form along with a copy of the IRS determination letter verifying the organization's status as a non-profit organization will be required to be submitted. In addition, the requesting organization will be required to submit copies of current financial statements that include a current balance sheet, income (profit and loss) statement and the most recently filed IRS Form 990.

County plan review, comprehensive planning, and forest conservation fees, as well as Division of Engineering fees for private land development projects, are collected by the Department of Planning and Zoning. All fee waiver requests shall be submitted directly to the attention of the Director of Planning and Zoning for processing.

There may be additional review fees for agencies or departments other than those listed above that review land development plans. The applicant must contact these other agencies or departments separately for fee waiver requests.