



CITY MANAGER’S POLICY – FEE REDUCTION OR WAIVERS

On occasion, the City is asked by various groups to waive fees for special events. Fee waivers and reductions are granted by the City Manager on a case-by-case basis according to the eligibility outlined in the Shoreline Municipal Code. It is important to note that fee waivers or reductions do not eliminate the requirements to obtain a permit or meet the conditions of the permit. Depending upon the event and location, these requirements typically include liability insurance, traffic control, notification to affected parties, and event clean-up. For more information, contact the City Manager’s Office at (206) 801-2214.

Eligibility for fee waivers or reductions largely depends on the event sponsor and the nature of the event. Events that provide a civic benefit to the entire City or a recognized neighborhood area, and are open to all City residents are best suited for obtaining a fee waiver. Events that are essentially small gatherings among neighbors, which are of little public benefit, are not suited for a fee waiver.

Examples of Special Events Well Suited to Receive a Fee Waiver or Reduction

- A large street party that is hosted once a year by a recognized neighborhood association for the entire neighborhood as a “get to know you” event. Such an event would bring neighbors together to meet one another, establish friendships and develop a sense of community.
- A street parade sponsored by the School District such as a high school homecoming event. Such an event is sponsored by the School District and provides a benefit to the entire community to promote community pride and spirit, for both young and old.
- A neighborhood association hosted ice-cream social that takes place at a park picnic shelter or recreation room. Such an event would bring together neighbors to meet one another and establish friendships.

Examples of Special Events Not Well Suited to Receive a Fee Waiver or Reduction

- A group of neighbors independently getting together to hold a Fourth of July party and closing off the street in front of their homes. Such an event is not well suited because it lacks a community-wide or neighborhood-wide civic purpose.
- A family that is hosting neighbors and family for a family event, such as a birthday, wedding or anniversary, and wants to block the street to allow a place for people to park and caterers to set up equipment. This is a private function that is not intended to be open to the public.