



WEST VIRGINIA SECRETARY OF STATE

KRIS WARNER

ADMINISTRATIVE LAW DIVISION

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6/25/2025 11:14:00 AM

Office of West Virginia
Secretary Of State

NOTICE OF PUBLIC COMMENT PERIOD

AGENCY: Landscape Architects TITLE-SERIES: 9-03
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No
RULE NAME: FEES

CITE STATUTORY AUTHORITY: §30-22-7

COMMENTS LIMITED TO:

Written

DATE OF PUBLIC HEARING:

LOCATION OF PUBLIC HEARING:

DATE WRITTEN COMMENT PERIOD ENDS: 07/25/2025 2:00 PM

COMMENTS MAY BE MAILED OR EMAILED TO:

NAME: Kendra Zamora
ADDRESS: 179 Summers St Suite 319
Charleston WV 25301
EMAIL: wv.la.board@gmail.com

PLEASE INDICATE IF THIS FILING INCLUDES:

RELEVANT FEDERAL STATUTES OR REGULATIONS: No

(IF YES, PLEASE UPLOAD IN THE SUPPORTING DOCUMENTS FIELD)

INCORPORATED BY REFERENCE: No

(IF YES, PLEASE UPLOAD IN THE SUPPORTING DOCUMENTS FIELD)

PROVIDE A BRIEF SUMMARY OF THE CONTENT OF THE RULE:

Fees need to be increased to maintain administrative functions of the Board and legislative mandate of financial self-sufficiency.

SUMMARIZE IN A CLEAR AND CONCISE MANNER CONTENTS OF CHANGES IN THE RULE AND A STATEMENT OF CIRCUMSTANCES REQUIRING THE RULE:

Fee increases to maintain administrative functions of the Board and legislative mandate of financial self-sufficiency.

SUMMARIZE IN A CLEAR AND CONCISE MANNER THE OVERALL ECONOMIC IMPACT OF THE PROPOSED RULE:

A. ECONOMIC IMPACT ON REVENUES OF STATE GOVERNMENT:

N/A

B. ECONOMIC IMPACT ON SPECIAL REVENUE ACCOUNTS:

This will only generate revenue for the Board for operational purposes.

C. ECONOMIC IMPACT OF THE RULE ON THE STATE OR ITS RESIDENTS:

This will only impact licensees of the Board.

D. FISCAL NOTE DETAIL:

Effect of Proposal	Fiscal Year		
	2025 Increase/Decrease (use "-")	2026 Increase/Decrease (use "-")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0.00	0.00	0.00
Personal Services	0.00	0.00	0.00
Current Expenses	0.00	0.00	5000.00
Repairs and Alterations	0.00	0.00	0.00
Assets	0.00	0.00	0.00
Other	0.00	0.00	0.00
2. Estimated Total Revenues	0.00	0.00	13,000

E. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

Current expenses will increase due to annual membership dues to CLARB that have been waived for the past several years because of our low revenue.
 Estimated total revenues is based on the need to increase fees.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Kendra D Zamora -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

TITLE 9
LEGISLATIVE RULE
WEST VIRGINIA STATE BOARD OF LANDSCAPE ARCHITECTS

SERIES 3
FEES

§9-3-1. General.

- 1.1. Scope. -- This rule specifies fees to be charged by the Board.
- 1.2. Authority. -- W. Va. Code §§30-22-7(a)(6).
- 1.3. Filing Date. -- ~~April 11, 2007.~~
- 1.4. Effective Date. -- ~~April 16, 2007.~~
- 1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2031.

§9-3-2. Definitions.

- 2.1. Terms Defined by Statute -- Terms defined in W. Va. Code §30-22-4 have the same meanings when used in this rule unless the context or subject matter clearly requires a different interpretation.
- 2.2. "Board" means the West Virginia State Board of Landscape Architects.
- 2.3. "Registrant" means a current licensee or Certificate of Authorization (COA) holder.

§9-3-3. Requirements.

- 3.1. The fees listed in this rule are payable to the Board. Fees shall be paid by check or money order and are non-refundable. The Board may return any application received without the proper fee to the applicant.
- 3.2. Each year during the month of April, the Board shall notify each registrant of the amount of the renewal fee.
- 3.3. A registrant shall pay renewal fees before the thirtieth (30th) day of June of each year.
- 3.4. If a renewal application is postmarked after the thirtieth (30th) day of June, the registrant's license is considered expired, and the Board shall assess the registrant a late fee penalty as described in this rule.

§9-3-4. Fees.

~~General Fees~~

~~Reciprocal or New Application \$100.00~~
~~Temporary Permit \$100.00~~
~~Duplicate Renewal Card \$5.00~~

Replacement Certificate \$15.00
 Current Roster¹ ~~\$25.00~~
 Insufficient Funds (returned check) ~~\$25.00~~
 Copies of Public Records (per page) ~~\$0.25~~
 Examinations ~~(See footnote 6.)~~

Certificate of Authorization (COA) Fees

Application for Sole Proprietor² ~~\$20.00~~
 Application for Firm with two or more
 Licensed Landscape Architects³ ~~\$150.00~~
 Duplicate/Replacement Certificate ~~\$15.00~~

Annual Renewal Fees

License Renewal ~~\$100.00~~
 COA or License Renewal Late Fee⁴ ~~\$50.00~~
 Inactive Status ~~\$25.00~~
 Retired Status ~~\$5.00~~
 COA for Sole Proprietor³ ~~\$15.00~~
 COA for Firm with two or more
 Licensed Landscape Architects³ ~~\$150.00~~

Reinstatement Fees

Retired or Inactive Licensees ~~\$100.00~~
 Expired License⁵ ~~\$250.00~~
 Expired COA for Sole Proprietor ~~\$60.00~~
 Expired COA for Firm with two or more
 Licensed Landscape Architects³ ~~\$350.00~~

4.1. General Fees (Non-Refundable).

4.1.1. Reciprocal or New Application	\$100.00 (<u>\$200.00</u>)
4.1.2. Temporary Permit	\$100.00
4.1.3. Duplicate Renewal Card	\$5.00
4.1.4. Replacement Certificate	\$15.00
4.1.5. Current Roster	\$25.00
4.1.6. Insufficient Funds (returned check)	\$25.00
4.1.7. Copies of Public Records (per page)	\$0.25
4.1.8. Examinations	

4.2. Certificate of Authorization (COA) Fees.

4.2.1. Application for Sole Proprietor	\$20.00
4.2.2. Application for Firm with two or more Licensed Landscape Architects	\$150.00 (<u>\$200.00</u>)
4.2.3. Duplicate/Replacement Certificate	\$15.00

4.3. Annual Renewal Fees.

4.3.1. License Renewal	\$100.00 (<u>\$200.00</u>)
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4.3.2.	COA or License Renewal Late Fee	\$50.00
4.3.3.	Inactive Status	\$25.00
4.3.4.	Retired Status	\$5.00
4.3.5.	COA for Sole Proprietor	\$15.00
4.3.6.	COA for Firm with two or more Licensed Landscape Architects	\$150.00 (<u>\$200.00</u>)

4.4. Reinstatement Fees.

4.4.1.	Retired or Inactive Licensees	\$100.00
4.4.2.	Expired License	\$250.00 (<u>\$350.00</u>)
4.4.3.	Expired COA for Sole Proprietor	\$60.00
4.4.4.	Expired COA for Firm with two or more Licensed Landscape Architects	\$350.00 (<u>\$450.00</u>)