



Community Development

Date: Wednesday, May 28, 2025

RE: Refunds

Issue: As part of the COVID19 Pandemic, the city implemented an online permit system. Applications made for permits vary from Planning, Building and Public Works permits. Occasionally, permits are applied for, and an applicant abandons the permit or request a refund.

The building department's refund policy is outlined in Policy 24.01, date September 16, 2024 as hereafter amended. Technology fees collected for building permits are non-refundable per Resolution No. 1838, as hereafter amended.

The Planning and Public Works Departments refund policy. This policy supersedes refund policy dated March 20, 2022. Any land use application (including signs, excluding business license applications) \$50 and less shall be refunded. Any applications above \$50 will be refunded per municipal code requirements (if any).

Applications above \$50 will be refunded as follows:

80% of the fee will be refunded less staff time costs in review completed prior to application being withdrawn and the technology fee.

Chris Pasinetti
Community Development Director