



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 93-01	DATE: 6/25/93
REVISIONS:	
ISSUED BY: City Manager	SIGNED <i>10/25/93 - J. Knutson</i>

SUBJECT: ZONING FEE REFUNDS

PURPOSE: To establish a policy by which to respond to requests for a refund of fees paid for the processing of zoning requests in those cases where the application has been withdrawn by the applicant.

POLICY:

The City Commission has established a policy of imposing fees on the processing of requests for various approvals, including zone change requests, permitted with approval requests, and site plan review. These fees are intended to cover a portion of the cost of processing the request. After filing such requests, applicants occasionally withdraw their request prior to the time when the City has incurred substantial processing cost. The following policy shall govern the refunding of fees when the application is withdrawn:

1. In cases where an interdepartmental review of the project is required, a refund of 80% of the fee paid will be given if the request to withdraw the application is made prior to the time when the review meeting is held. After completion of interdepartmental review, a refund of 50% will be given.
2. In cases where a public notification is required, a refund of 80% of the fee paid will be given if the request to withdraw the application is made prior to the time when the city incurs expenses publishing or mailing notices, except that if interdepartmental review is also required, the provisions of paragraph #1 shall apply. After the notice is published or mailed, no refund will be given.
3. In those cases where notification or interdepartmental review are not required, a refund of 50% of the fee paid will be given if the request to withdraw the application is made prior to final action on the request and within one week of the filing of the application. No refund will be given after one week or after final action.