



Metro Planning Department Application Refund Policy

Effective January 2009

The applicant of any zone change/SP/PUD/Plat/Subdivision Amendment/Community Plan Amendment application may request, in writing to the Executive Director of the Planning Commission, a refund of all fees paid assuming the following:

1. Minimal review time has been spent by Planning staff and staff of all other reviewing departments, as determined by the Executive Director of the Planning Commission and all other pertinent Department heads.
2. The item has not been presented/discussed at Development Review Committee meetings (DRC).
3. No staff report has been written for the item.
4. The item has not been presented to the Planning Commission or any other Boards/Commissions.

If it is determined by the Executive Director that an applicant is not eligible for a refund due to the fact that they meet one or more of the above criteria, then they may request that an appeal of that decision not to refund their application be placed on the next available Planning Commission agenda (under 'Other Business'). The Metro Planning Commission will then have the authority to overrule the Executive Director's interpretation that the said applicant is not eligible for a refund and grant either a whole or partial refund of fees paid.

In no way does this policy cover fees paid to other Metro departments. For example, a refund request for fees such as water/sewer capacity or Sufficiency Review is not determined by either the Executive Director or the Metro Planning Commission. Applicants should consult with each department prior to paying those fees to see what refund policies apply for those Metro departments.