

# APPLICATION FOR REFUND OF PLAN REVIEW FEE

I am returning the placard for the following Plan Review Fee:

Fee No. \_\_\_\_\_ Date Issued \_\_\_\_\_

Tax Map Key No. \_\_\_\_\_

Application Index No. A \_\_\_\_\_

Request is hereby made for a refund of plan review fee paid since it has been decided to cancel the application for a building permit.

This request is based on the following:

- a.  Plan review not started.
- b.  Construction of this project will be prevented due to: (state reason)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (provide documentation).
- c.  Permit issued.

Please make warrant payable to:

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Tel. No.

## FOR OFFICE USE AND VERIFICATION

- a. Plan review for this project  was started.
- was not

b. Reason for withdrawal:

- Approved
- Disapproved

This application  has been filed within the deadline specified.

has not

Amount of Refund Due: 75% x \_\_\_\_\_ = \$ \_\_\_\_\_

c. Permit issued: 50% x \_\_\_\_\_ = \$ \_\_\_\_\_

Checked by: \_\_\_\_\_

Approved for refund

Disapproved

Division Head: \_\_\_\_\_ Date: \_\_\_\_\_

## MEMORANDUM

TO: DIRECTOR OF FINANCE

Date: \_\_\_\_\_

A request for a refund of fees has been made for Plan Review Fee No. \_\_\_\_\_ issued on \_\_\_\_\_.

It is recommended that the amount of \$ \_\_\_\_\_ be refunded to the above-named person or firm.

\_\_\_\_\_  
Director of Planning and Permitting