



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT POLICY

REFUND OF DEVELOPMENT APPLICATION FEES

Description:

This policy provides administrative direction to clarify existing policy and practices by the Department of Planning and Community Development (PCD) regarding the issuance of refunds of development application fees for projects related to withdrawals. This policy also clarifies that refunds are not provided in situations in which the PCD has cancelled an application.

Background:

The Bainbridge Island Municipal Code does not address refunds related to development application fees for projects that have been voluntarily withdrawn by the applicant or administratively cancelled by the City. It has been the City's past practice to refund a prorated share of the application fee when the applicant voluntarily withdraws their development application. In addition, the City has historically not provided a refund when an applicant does not respond in a timely manner to City notices for action resulting in a development application being cancelled.

Implementation:

It is the policy of the PCD to refund development application fees based on the following criteria and procedures:

1. Prior to the cancellation of a development application, the applicant may formally withdraw their development application and request a refund of fees in writing. That request from the applicant can be via email or letter and must be addressed to the PCD Director.
2. PCD staff will research the status of the development application and calculate the amount of completed work billable to the project.
3. A prorated refund may be provided to the applicant based on the difference between the application fee and the City's development review billable costs through the receipt date of the formal written request to withdraw the application and seek a refund of fees.
4. Refunds must be approved by the PCD Director.
5. Refunds are not issued over the counter. There is a minimum 30-day refund processing timeline.
6. There will be no refunds for a development application that has been cancelled by the City because such cancellations are a result of an applicant's failure to respond to City requests for information and documentation necessary for the application at issue.

APPROVED BY:

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