

JEFFERSON COUNTY BOARD OF HEALTH
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POLICY ON THE REFUND OF APPLICATION FEES

ADOPTED: May 15, 2007
REVISED: January 15, 2008
REVISED: May 20, 2008
EFFECTIVE: May 21, 2008

PURPOSE

To establish criteria for refunding fees paid for individual sewage disposal system and use permit applications as required by the individual sewage disposal system Regulation.

RATIONALE

Applicants should be able to withdraw an application prior to permitting and receive a refund of fees commensurate with the amount of work that had already been done.

STATEMENT OF POLICY

IT IS THE POLICY OF THE JEFFERSON COUNTY BOARD OF HEALTH that the following guidelines shall apply to the refund of fees paid to apply for individual sewage disposal system permits.

GUIDELINES

- Requests to withdraw an application must be made in writing by the applicant.
- For applications withdrawn PRIOR to processing of the check, the check may be returned to the applicant and the application voided.
- For applications withdrawn AFTER the check has been deposited but PRIOR to any field inspections the Department shall refund the fee minus a \$20 processing charge (this would apply to cash payments as well, since they are deposited when received).
- For applications withdrawn AFTER the initial field inspection, but PRIOR to permitting, the Department shall refund the fee minus a \$250 inspection charge and a \$20 processing charge.
- Once an application has been approved and permitted, or once an application has expired, no fees shall be refunded.
- Refunds shall only be made to the person who paid the fee as shown on the receipt or cancelled check.
- Board of Health Hearing fees are nonrefundable, unless the application is withdrawn prior to preparation of the hearing case file. Then, the hearing fee shall be refunded minus the \$20 processing charge.