

Permit Fees and Refund Policy

Permit fees, as listed in Appendix F of the WMO, are required prior to the issuance of a Watershed Management permit or revision. The base fees are required to initiate permit review, and these fees are non-refundable. Other review fees, such as detention or wetlands, will be considered non-refundable if review has occurred for these aspects of the permit. Should the permit application be cancelled, any non-refundable fees will be withheld. If an issued permit is cancelled prior to commencing construction, per the provisions of §1401.3, the only permit fees that will be considered refundable are the sewer inspection fee and the recordation deposit.

It is the District's policy to issue refunds to whomever paid for the specific fee item. As stated on the Fee Payment Voucher, "any refunds for permit fees will be issued to the entity that paid the specific fee item, unless written permission is received by said entity indicating fees should be refunded to another party."

Example:

Permit application 12-3456 is submitted with a business check from the property owner (Co-Permittee) for the base fee, sewer inspection fees, detention review fee and recordation deposit. During the course of review, it is determined that \$300 of additional sewer inspection fees are due, which is paid by the design engineer. Since the design engineer will be reimbursed by the owner, he includes written authorization to issue any potential refund to the owner when he sends in the check or resubmittal. At the end of construction, the recorded Schedule R is submitted to the District Field Inspector, along with as-built drawings that indicate total sewer length is 25-feet less than originally permitted. A refund of \$625 is due (\$500 for the recordation deposit, \$125 for sewer inspection fee), and the entire refund is issued to the Co-Permittee.

In the above example, had the design engineer not submitted the written authorization, the Co-Permittee would have received the recordation deposit and a pro-rated amount for the sewer inspection fee, based on how much was originally paid, and the design engineer would have received the remainder.