


Brandon and Area Planning District POLICY AND PROCEDURE MANUAL		POLICY INDEX NO: FIN - 02
	ADOPTED BY: BAPD Board	Page 1__of__2__ Effective Date: August 6, 2015
	DATE: August 6, 2015	
TITLE: PERMIT REFUNDS		DATE LAST REVIEWED BY MGMT or BOARD August 6, 2015

1. PURPOSE

Expectations and guidelines on responding to requests for refunds of permit fees.

2. POLICY

Refunds will only be issued to the payee recorded on the official receipt.

3. BUILDING PERMITS

A valid permit may be cancelled within 90 days of the issuance of the permit but must be cancelled in writing by the applicant. The permit fee will be refunded less \$100.00 or 25%, whichever is greater. In addition, if any inspections have taken place a fee of \$65 per inspection will be retained by the applicable district member. Whenever a permit is revoked under a provision of a building by-law, no portion of the permit fee shall be refunded.

4. PLUMBING PERMITS

A valid permit may be cancelled within 90 days of the issuance of the permit but must be cancelled in writing by the applicant. The permit fee will be refunded less \$50.00. No work may have been started or inspected in order to be eligible for a refund. Refunds will not be issued on fixture requests in error.

5. PLANNING APPLICATIONS (including but not limited to Variation Orders, Conditional Use Orders, Subdivisions, Development Plan Amendments, and Zoning By-law Amendments)

- i. **City of Brandon:** A refund may be considered in the first two weeks following the receipt of a planning application. There will be no refund once the maps and/or mail lists have been prepared.

ii. Elton and Cornwallis:

a. Development Plan Amendment

- Phase One- First Reading (includes draft by-law & notice of hearing and 1st reading report to Board) If defeated at First reading (without merit)- Refund 75% and full advertising deposit
- Phase Two- passes First reading and is circulated for comment. On basis of comments applicant consents to withdrawal of application prior to advertising- Refund 50% and full advertising deposit
- Phase Three- Advertising, Notification, Public Hearing and Consideration of Second Reading- No further opportunity of Refund.

b. Zoning By-law Amendment

- Phase One- First Reading (includes draft by-law & notice of hearing and 1st reading report to Council) If First reading is refused by Council- Refund 50% and full advertising deposit
- Phase Two- passes First reading and is circulated for comment. On basis of comments applicant consents to withdrawal of application prior to advertising- Refund 25% and full advertising deposit
- Phase Three- Advertising, Notification, Public Hearing and Consideration of Second Reading- No further opportunity of Refund.

c. Subdivision Application

- Phase One- Application is circulated for comment. On basis of comments applicant consents to withdrawal of application- Refund 50%
- No further opportunity of Refund.

d. Variance & Conditional Use Application

- Any Application will be fully refunded if withdrawn within 5 business days following the day of processing of receipt.