Montgomery County Planning Department Refund Policy

Application Fees Not Paid

1. Application is still in “Intake” phase of the application process and the applicant requests the withdrawal of the application. No fees paid, no refund to be made.

Application Fees Paid for Plans that require Planning Board Hearing.

1. Plans accepted, but applicant requests refund prior to DRC Distribution - 90% refund
2. Plans accepted, but applicant requests refund after DRC Distribution, but before the DRC Meeting – 80% refund
3. Plans accepted, but applicant requests refund after DRC meeting – 0% refund
4. Plans accepted, DRC occurs, and plan is withdrawn because of inactivity – 0% refund
5. Plans accepted, DRC occurs, and Planning Board approves the application – 0% refund

Application Fees Paid for Plans that do not require Planning Board Hearing

Forest Conservation Exemptions, Natural Resource Inventories/Forest Stand Delineations, Forest Conservation Plans associated with a Sediment Control Permit and plans reviewed Administratively

1. Plans accepted, but applicant requests refund prior to distribution to staff for review – 90% refund
2. Plans accepted, but applicant requests refund after the initial comments are received from the Area Team Reviewer – 0% refund
3. Plans accepted, comments provided, and the plan is withdrawn because of inactivity – 0% refund.
4. Plans accepted, but applicant request refund after plan decision – 0% refund

Information Counter Purchases

Master Plans, Special Studies, documents and manuals, photocopies, zoning maps, GIS maps, plats, paper copies of regulatory applications etc.

1. No refunds.

Miscellaneous

1. No Cash Refunds.
2. All refunds will be made via check, and check refunds may take 3-4 weeks to process.
3. Credit Card Transaction Service Fees are non-refundable.

Approved & Adopted: June 28, 2018