

## **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 Plans accepted, DRC occurs, and plan is withdrawn because of inactivity – 0% refund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 Plans accepted, comments provided, and the plan is withdrawn because of inactivity – 0% refund.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**