

TO: ALL PZB PERSONNEL

FROM: BRENDA J. CONNER
DIRECTOR OF PZB ADMINISTRATION

PREPARED BY: PZ&B - ADMINISTRATION

SUBJECT: REFUNDS

PPM #: PZ-F-005

ISSUE DATE
11/01/2019

EFFECTIVE DATE
11/01/2019

PURPOSE:

To establish the **Planning, Zoning & Building Department (PZB)** guidelines for validating and authorizing refunds.

UPDATES:

Future updates to this PPM are the responsibility of the Fiscal Manager, under the authority of the Director of PZB Administration.

AUTHORITY: HB7103, as may be amended.

POLICY:

PLANNING, ZONING AND BUILDING REFUND SCHEDULE	
Type of Fee	Refund Criteria
ALL DIVISIONS	
100% REFUND	
All Fees	<ul style="list-style-type: none"> • Staff error.
NO REFUND	
Miscellaneous fees i.e., labor, printed matter, copies, publications, etc.	<ul style="list-style-type: none"> • No refund
Any and all other fees not discussed below.	<ul style="list-style-type: none"> • No refund
All fees addressed below, but do not fit within the guidelines provided.	<ul style="list-style-type: none"> • No refund
ADMINISTRATION	
NO REFUND	
Addressing	<ul style="list-style-type: none"> • No refunds
Fines/Lien Searches	<ul style="list-style-type: none"> • No refunds
Permit Searches	<ul style="list-style-type: none"> • No refunds
Records Requests	<ul style="list-style-type: none"> • No refunds

PLANNING, ZONING AND BUILDING REFUND SCHEDULE

Type of Fee	Refund Criteria
NO REFUND - continued	
Reports	<ul style="list-style-type: none"> • No refunds
BUILDING	
50% REFUND LESS \$125.00 ADMINISTRATIVE FEE	
Permit Fees	<ul style="list-style-type: none"> • Cancelled permit applications, prior to permit issuance; up to a maximum of 1.5 years from the original application date. • Cancelled permits with non-commencement of building activity; up to a maximum of 6 months from the original permit issuance date.
50% REFUND LESS \$100.00 ADMINISTRATIVE FEE	
Fire Plan Review Fees	<ul style="list-style-type: none"> • Cancelled permits with non-commencement of building; activity up to a maximum of 6 months from the original permit issuance date.
EXCESS OF TWICE THE REVIEW FEE LESS \$75.00 ADMINISTRATIVE FEE	
Voluntary overpayment of permit fees	<ul style="list-style-type: none"> • Pre permit issuance--up to a maximum of 1.5 years from the original application date. • Post permit issuance--non-commencement of building activity, up to a maximum of 6 from the original permit issuance date.
FEES PAID, LESS 6.8% ADMINISTRATIVE FEES	
Impact fees	<ul style="list-style-type: none"> • Non-Commencement of building activity, Change in land use or change in structure; submitted within 1 year of the event giving rise to the request, submitted within 3 years of the payment & funds not spent &/or encumbered.
NO REFUNDS	
State Surcharge fees	<ul style="list-style-type: none"> • State surcharge fees are refunded by State of Florida Departments of Community Affairs & Business Regulations.
Revision fees	<ul style="list-style-type: none"> • No refund
Building Division Miscellaneous fees	<ul style="list-style-type: none"> • No refund
Decal program	<ul style="list-style-type: none"> • No refund
Pre-paid permits	<ul style="list-style-type: none"> • No refund
Refunds of \$10.00 or less	<ul style="list-style-type: none"> • No refund
CODE ENFORCEMENT	
NO REFUNDS	
Case related fees, i.e., fines, liens, recording, etc.	<ul style="list-style-type: none"> • No refund

PLANNING, ZONING AND BUILDING REFUND SCHEDULE

Type of Fee	Refund Criteria
CONTRACTOR LICENSING	
100% REFUND	
Administrative (license applications, certificate renewals, reciprocity, etc.)	<ul style="list-style-type: none"> • Prior to processing.
50% REFUND OF TOTAL FEE	
Administrative (license applications)	<ul style="list-style-type: none"> • Withdrawn before CILB review.
NO REFUND	
Administrative (license applications, certificate renewals, reciprocity, etc.)	<ul style="list-style-type: none"> • Staff review complete.
Citation related fees, i.e., fines, liens, recording, etc.	<ul style="list-style-type: none"> • No refund.
PLANNING	
FEES PAID LESS 30%, \$65.00 MINIMUM ADMINISTRATIVE FEE	
Planning fees	<ul style="list-style-type: none"> • After acceptance. • Prior to start of processing &/or review.
FEES PAID LESS 50%, \$65.00 MINIMUM ADMINISTRATIVE FEE	
Planning fees	<ul style="list-style-type: none"> • During or after processing.
ZONING	
100% REFUND	
All fees	<ul style="list-style-type: none"> • Accepted application that is in a municipality.
Public Hearing Full DRO ULDC Privately Initiated Amendments	<ul style="list-style-type: none"> • Withdrawn within 3 working days after submittal date.
Administrative Review i.e., Special Permits Temporary Uses Zoning Confirmation Letters Stand Alone Concurrency DRO Amendments for Zoning Agency Review	<ul style="list-style-type: none"> • Withdrawn within 3 working days after official acceptance date.
FEES PAID, LESS 50% ADMINISTRATIVE FEE	
All Zoning Applications, except Administrative Review	<ul style="list-style-type: none"> • Withdrawn between 4 and 20 working days after official acceptance date.
ULDC Privately Initiated Amendments	<ul style="list-style-type: none"> • Withdrawn between 4 & 20 working days • Prior to LDRAB phase 1.
FEES PAID, LESS 75% ADMINISTRATIVE FEE	
Public Hearing Applications	<ul style="list-style-type: none"> • Withdrawn 21 working days after submittal • Prior to Zoning's request for legal advertisement of the local newspaper.
Final DRO Applications	<ul style="list-style-type: none"> • Withdrawn 21 working days after submittal. • Prior to 1st DRO meeting.

PLANNING, ZONING AND BUILDING REFUND SCHEDULE

Type of Fee	Refund Criteria
FEES PAID, LESS 75% ADMINISTRATIVE FEE - continued	
Stand Alone Concurrency Applications	<ul style="list-style-type: none"> • Withdrawn 21 or more working days after submittal. • Prior to Zoning's receipt of provider forms.
ULDC Privately Initiated Amendments	<ul style="list-style-type: none"> • Withdrawn 21 working days after submittal. • Prior to LDRAB Phase 2.
NO REFUND	
All Public Hearing Applications	<ul style="list-style-type: none"> • Withdrawn after Zoning's request for legal advertisement of the local newspaper.
Final DRO Applications	<ul style="list-style-type: none"> • Withdrawn on or after 1st DRO meeting.
Stand Alone Concurrency Applications	<ul style="list-style-type: none"> • Withdrawn after Zoning's receipt of provider forms.
Postponement	<ul style="list-style-type: none"> • No refund
Revised Text/documents	<ul style="list-style-type: none"> • No refund
Business Tax Receipt	<ul style="list-style-type: none"> • No refund
All other Zoning Applications not previously mentioned	<ul style="list-style-type: none"> • Withdrawn after issuance of certificate, letter or permit.
Landscape plan review fees associated to permits.	<ul style="list-style-type: none"> • No refund

RESPONSIBILITIES:

Refunds due to a staff/clerical error, will be requested by a PZB staff member.

All other refund requests must be made by the customer.

Division Directors or designees will approve/deny refund of payment for their applicable tracking numbers.

Refunds requiring an override of the PPM guidelines must be approved by the Director of PZB or his/her designee.

Refund requests will be processed by the **Accounting** section of the department (**PZB**) in accordance with the established procedures.

PROCEDURE:

Refund request of credit card payment is subject to the processes described in this ppm, receiving a check from Finance after completion of processing and will not receive a reimbursing credit to the credit card used.

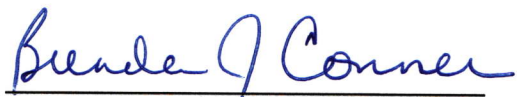
Refund requests for payments made by check will be held for one month prior to processing.

Refund requests for payments made by credit card will be held for three months prior to processing.

Timeframes for the **Accounting** section to process a refund is fifteen working days.

Fee adjustments must be made prior to the refund request to reflect an overpayment of the amount being refunded.

Refunds are paid to the receipt payor(s). Exceptions are made only when the receipt payor submits a notarized letter providing the correct refund recipient information.



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Supersession History