



<b>Policy:</b>	7.2.4
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	September 28, 1996
<b>Amendment Date(s):</b>	
<b>Policy Holder:</b>	Director of Administrative Services

## APPLICATION FEE REFUNDS

### Purpose

To provide the principles by which the Treasurer is authorized to refund application fees.

### A. Definitions

n/a

### B. Policy

#### Details

1. **Zoning/Bylaw Amendments (Official Community Plan (OCP), Rural Land Use Bylaw (RLUB), Land Use Bylaw (LUB))**
  - 1.1 Applications which proceed with processing but are rejected by a Local Trust Committee (LTC) prior to public hearing are subject to the refund provisions of the respective LTC Application Fees Bylaws.
  - 1.2 Applications which are rejected by a LTC early in the review process, and which require little or no staff time or other costs, shall be refunded in full.
  - 1.3 Authorization to refund, for either item 1.1 or 1.2 above, shall be based on a LTC resolution not to proceed with further processing of the application.
2. **Permits**
  - 2.1 Applications which proceed with processing but are rejected prior to public notification are subject to the refund provisions of the respective LTC Application Fees Bylaw, if so provided in the bylaw.
  - 2.2 Applications which are rejected by a LTC without having been forwarded for processing shall be refunded in full.
  - 2.3 Authorization to refund, for either item 2.1 or 2.2 above, shall be based on a LTC resolution not to proceed with further processing of the application.
3. **Referrals (Subdivision, Agricultural Land Commission (ALC), Forest Land Commission (FLC), etc.)**
  - 3.1 Applications received from other agencies are processed completely, as requested by that agency, and are therefore not eligible for a refund.

**C. Legislated References**

Application Processing Services Model

Local Trust Committee Fees Bylaws

**D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures**

n/a