

7.2.iv Policy**APPLICATION FEE REFUNDS**

Trust Council: September 28, 1996

PURPOSE

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

RELATED POLICY

Application Processing Services Model
Local Trust Committee fee bylaws

DETAILS**A. Zoning/Bylaw Amendments (OCP, RLUB, LUB)**

1. Applications which proceed with processing but are rejected by a Local Trust Committee prior to public hearing are subject to the refund provisions of the respective Local Trust Committee Application Fee Bylaws.
2. Applications which are rejected by a Local Trust Committee early in the review process, and which require little or no staff time or other costs, shall be refunded in full.
3. Authorization to refund, for either item 1 or 2 above, shall be based on a Local Trust Committee resolution not to proceed with further processing of the application.

B. Permits

1. Applications which proceed with processing but are rejected prior to public notification are subject to the refund provisions of the respective Local Trust Committee Application Fee Bylaw, if so provided in the bylaw.
2. Applications which are rejected by a Local Trust Committee without having been forwarded for processing shall be refunded in full.
3. Authorization to refund, for either item 1 or 2 above, shall be based on a Local Trust Committee resolution not to proceed with further processing of the application.

C. Referrals (subdivision, ALC, FLC, etc.)

1. Applications received from other agencies are processed completely, as requested by that agency, and are therefore not eligible for a refund.