

**GILPIN COUNTY BOARD OF HEALTH
101 Norton Drive
Black Hawk CO 80422**

POLICY ON THE REFUND OF APPLICATION FEES

**ADOPTED: May 10, 2011
EFFECTIVE: June 10, 2011**

PURPOSE

To establish criteria for refunding fees paid for individual sewage disposal system and use permit applications as required by the individual sewage disposal system Regulation Section 3.01.C.

RATIONALE

Applicants should be able to withdraw an application prior to permitting and receive a refund of fees commensurate with the amount of work that had already been done.

STATEMENT OF POLICY

IT IS THE POLICY OF THE GILPIN COUNTY BOARD OF HEALTH that the following guidelines shall apply to the refund of fees paid to apply for individual sewage disposal system permits.

GUIDELINES

- Requests to withdraw an application must be made in writing by the applicant.
- For applications withdrawn PRIOR to processing of the check, the check may be returned to the applicant and the application voided.
- For applications withdrawn AFTER the check has been deposited but PRIOR to any field inspections the Agency shall refund the fee minus a \$20 processing charge (this would apply to cash payments as well, since they are deposited when received).
- For applications withdrawn AFTER the initial field inspection, but PRIOR to permitting, the Agency shall refund the fee minus a \$150 inspection charge and a \$20 processing charge.
- Once an application has been approved and permitted, or once an application has expired, no fees shall be refunded.
- Refunds shall only be made to the person who paid the fee as shown on the receipt or cancelled check.