



**Administrative Policy**  
**DEVELOPMENT FEE REFUNDS**  
**Community Development – A412**

Effective Date:

October 2010

Revised Date:

## **Development Fee Refunds**

### **Summary**

This policy has been created as a result of requests that have been made to refund previously paid development fees for projects that, for reasons beyond the property owners' control, have been stopped or cancelled.

### **Process**

- **Payment:** Development fees are due and payable at the time that a building permit is issued for a project, unless a later time is specified in a development agreement pursuant to A.R.S. §9-500.05.
- **Refunds:** Development fees are non refundable except as in cases of hardship as detailed below.
- **Hardship Refunds** – In the cases of hardship, a development fee may be refunded subject to the following:
  - A written refund request must be submitted by the current property owner.
  - No disruption of the parcel for which the permit was issued has taken place.
  - The property owner has a demonstrated hardship that arose after the permit was issued, such as a family death, divorce, or serious illness. Economic/financial reasons alone do not qualify as a hardship for the purposes of this policy.
  - The original Building Permit for the project has not expired.
  - The refund request is made within 6 months of the issuance of the Building Permit.
  - The refund application is approved by the Town Manager.

**Note:** If a development fee has been paid, but the residence is not constructed and the fee is not refunded, such fee will be credited to the future use of the property.