

REQUEST FOR REFUND OF ZONING FEES

Department of Community Planning, Housing & Development – Zoning Division
 2100 Clarendon Boulevard, Suite 1000, Arlington, Virginia 22201
 building.arlingtonva.us | contactzoning@arlingtonva.us
 Phone (703) 228-3883 – Fax (703) 228-3896



APPLICANT INFORMATION

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.			
NAME		COMPANY	
PHONE		EMAIL	
PERMIT # (Refer to your permit application. Starts with ZADM, ZN, CO or B.)		FEE PAID (Attach proof of payment and supporting documentation.)	
REFUND EXPECTED (See refund rules on page 2 of application.)		MAKE CHECK PAYABLE TO:	
		ADDRESS	CITY STATE ZIP

REASON FOR REFUND REQUEST (Please check appropriate box and describe your reason.)

Overpayment Administrative withdrawal Applicant withdrawal Other

SIGNATURE REQUIRED DATE

FOR INTERNAL USE ONLY

DATE RECEIVED	RECEIVED BY (Staff name/ initials)	PERMIT NUMBER	PAYMENT RECEIPT NUMBER
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ACTION (Please check appropriate box and explain action as necessary.)

Approved as requested Approve with amendments Not Approved

APPROVAL SIGNATURE REQUIRED DATE

FUND	ACCOUNT	COST CENTER	PROJECT 0000	SOURCE 0000	TASK 0000	AMOUNT
FUND	ACCOUNT	COST CENTER	PROJECT 0000	SOURCE 0000	TASK 0000	AMOUNT

DMF SUPPLIER #	REQUISITION #	PO #	INVOICE BATCH #	CHECK #	PAYMENT DATE

REFUND REQUEST INSTRUCTIONS

The Request for Refund of Zoning Fees application must be completed and submitted to Zoning Office when a refund is desired. Attach receipts as proof of payment. Completed forms may be returned in person or sent through a postal service. Requests may also be sent via email to contactzoning@arlingtonva.us, but must include a signature.

All refund requests are subject to the guidelines outlined in the Arlington County Zoning Ordinance, summarized below. ***Please allow four to six weeks for processing of your refund request.***

REFUND GUIDELINES

The zoning office refund policy is found in the Arlington County Zoning Ordinance Article 15 - Administration and Procedures, §15.1.5. It reads in pertinent parts as follows:

A.

Fees

1. The County Board shall adopt a schedule of fees to be paid upon the filing of each application, permit and inspection required by this zoning ordinance.
2. Each application or other request for any permit, inspection or subdivision plat submitted for review for compliance with this zoning ordinance or site plan or use

B.

Refunds

1. ***Refunds of Filing fees to applicants who have paid fees shall be provided upon written request to the zoning administrator, only under the following circumstances and in the amounts stated for the types of permits referenced below:***
 - a) ***Fifty percent*** of the amount of filing fees paid shall be refunded to the applicant upon written withdrawal of ***site plan applications or site plan amendment*** applications (*other than administrative changes*) ***within 90 days*** after submittal of such application and ***prior to any public meeting of the Planning Commission or committee*** thereof which meeting has the site plan application on its agenda;
 - b) ***Fifty percent*** of the amount of filing fees paid shall be refunded to the applicant upon written withdrawal of ***use permit applications*** (*other than use permits including new construction*) ***prior to publication of notice of public hearing*** on such application;
 - c) ***Fifty percent*** of the amount of filing fees paid shall be refunded to the applicant upon written withdrawal within of the following applications ***within 30 days*** after submittal of the subject application, ***and prior to commencement of review*** by any County staff person of such application:
 1. Applications for ***use permits involving new construction***;
 2. Applications for ***administratively-reviewed Form Based Code*** developments;
 3. Applications for ***Board of Zoning Appeals use permits***;
 4. ***Variance applications***;
 - d) ***Seventy-five percent*** of the amount of the filing fees paid shall be refunded to the applicant or reduced for the following applications if the subject application is withdrawn ***prior to commencement of review*** by any County staff person:
 1. Applications for ***administrative change***;
 2. ***All other permit applications not otherwise specifically referenced in this §15.1.5.***
 - e) ***All filing fees paid*** shall be refunded to the applicant upon written withdrawal of any application for a ***certificate of occupancy prior to any visit*** by the County to the subject property ***for the purpose of inspection***;
2. ***All filing fees paid*** shall be refunded to the applicant for ***applications administratively withdrawn by the zoning administrator*** after a finding that the application was accepted in error.