



CITY OF DEL MAR
PLANNING & COMMUNITY DEVELOPMENT

ADMINISTRATIVE POLICY NO. 821

Policy Title: Explanation of Fee Refunds

Approved By: Director of Planning and Community Development

Approval Date: December 1, 2009

Last Amended: July 1, 2021

I. Authority Provision

The City's [Planning Fee Schedule](#) (Note 4) authorizes the Director to refund a portion of fees in the event an application is withdrawn prior to a decision being made by an approving body.

4. Application fees and charges collected pursuant to this schedule are non-refundable. However, at the discretion of the Director of Planning and Community Development, a portion of a submitted fee may be refunded if an application is withdrawn. The withdrawal of the application and the request for refund shall be made in writing. The Director of Planning and Community Development shall determine the amount of the refund based on the administrative costs expended on the project as of the date the application is withdrawn. Refunds will be paid to the party named on the application Fee/Charge payment receipt. No refunds will be issued for applications deemed inactive for more than 6 months.

II. Policy

The Director shall determine the amount of the refund based on the administrative costs expended on the project as of the date the application is withdrawn, and using the following general guidelines:

- Application withdrawn after intake and routing but prior to preparation of staff reports for public hearings - up to 75% of fee/charge refunded.
- Application withdrawn after preparation of staff reports but prior to public hearing - up to 33% of fee/charge refunded.
- Application withdrawn after preparation of staff reports and attendance at one or more public hearings but before work on documents that follow public hearing action - up to 10% of fee/charge.

Note that refunds are only available for withdrawn applications where a request is made to the Planning Department in writing.