



## Refund Request Form

*Refund requests must be submitted in writing within **180 days**. Not all requests are eligible for a refund. The following fees are **non-refundable** according to the Adams County Fee Schedule: (1) Plan Review Fee; (2) Zoning Plan Review Fee; and (3) Traffic Impact Fee. Only **80%** of the Building Permit Fee will be refunded if approved. Development Review Application Fees are only eligible for a refund if **no** review has been performed. **No fee less than \$100 will be refunded. Merchant processing fee's will not be refunded.** All requests are subject to final approval by the Department Official or Department Director. Once completed, return the form to [CEDAdmin@adcogov.org](mailto:CEDAdmin@adcogov.org)*

|                              |                       |
|------------------------------|-----------------------|
| <b>Date of Request:</b>      | <b>Record Number:</b> |
| <b>Date of Payment:</b>      | <b>Job Address:</b>   |
| <b>Amount of Payment: \$</b> |                       |
| <b>Name/Company:</b>         |                       |
| <b>Address:</b>              |                       |
| <b>Phone:</b>                | <b>Email:</b>         |
| <b>Reason for Request:</b>   |                       |

|   |                                     |                                |
|---|-------------------------------------|--------------------------------|
| <b>Office Use Only</b>                      |                                     |                                |
| <b>Permit Tech:</b>                         | <b>Admin. Coordinator:</b>          |                                |
| <b>Date Received:</b>                       | <b>Approved:</b><br>Yes          No | <b>Amount of Refund:</b><br>\$ |
| <b>Permit Cancelled:</b><br>Yes          No | <b>Reason for Denial:</b>           |                                |
| <b>Offical/Director Signature:</b>          |                                     |                                |