

CITY OF CARLSBAD

COUNCIL POLICY STATEMENT

Policy No. 54  
Date Issued 9/10/02  
Effective Date 9/10/02  
Cancellation Date \_\_\_\_\_  
Supersedes No. \_\_\_\_\_

General Subject: **REFUND OF FEES**

Specific Subject: **PROCEDURES FOR REFUND OF APPEAL FEES WHEN APPEALS ARE DETERMINED BY THE CITY COUNCIL**

Copies to: City Council, City Manager, City Attorney, Department and Division Heads, Employee Bulletin Boards, Press, File

**PURPOSE:**

To provide a process for refunding an appeal fee when the appeal is granted by City Council.

**POLICY:**

An appeal fee shall be refunded to any party whose appeal has been granted. If the appeal has been denied, but significant relief has been granted as a result of the appeal, the appellant shall be refunded one-half of the appeal fees. The Council shall specify the basis on which significant relief was granted.

**PROCEDURE:**

The City Clerk's Office shall process a Request for Refund form to refund an appeal fee after Council grants an appeal. The form shall be processed according to procedures established by the Finance Department. Once the Request for Refund form has been properly processed, the Finance Department shall be responsible for making the refund payment to the party who paid the fee.